



CITY OF GEARHART

Staff Report

For City Council Meeting - 12/3/2025

Subject - New Business - Liquor License Application Review - Special Event - Pacific Pickins

Synopsis: Tracy Thompson of Pacific Pickins is submitting the attached special event liquor license application to sell/serve wine at a “shop and sip” event in her store December 7th. The vendor’s OLCC special event application is also attached, which needs local recommendation granted following city application approval. The event is the same as her October event.

Council Options:

- 1) Motion to approve Pacific Pickins’ liquor license application for its special event;
- 2) Motion to approve Pacific Pickins’ liquor license application for its special event with restrictions / changes;
- 3) Deny the application;
- 4) Take other action as desired by Council.

Recommendation: The City Administrator recommends City Council approve Pacific Pickins’ liquor license application for its special event with a simple motion.

Legal Analysis: The City implemented Ordinance #936 for process and Resolution #975 for fees. The City Administrator has 45-days from the date an application is received to provide Council with a recommendation in a public forum. A public hearing prior to recommendation is available by request from the applicant and/or any party affected by the application. The City received no requests for a public hearing. Council must make the final recommendation. The applicant’s event is the weekend following the proposed decision meeting.

Financial Analysis: The City’s special event liquor license fee is \$25 for events 50-250 people.

Respectfully Submitted,

Chad



CITY OF
GEARHART

CITY OF GEARHART LIQUOR LICENSE SPECIAL EVENT APPLICATION

As set forth in Ordinance #936 with fees defined in Resolution #975, alcohol consumption may be allowed by permit only in any City owned and/or operated public space upon payment on and approval of this special event (temporary) application.

Applicant Contact (if Partnership or Corporation, please attach additional contact sheet)

Tracy A. Thompson * Pacific Pickins

Print Name

(503) 440-3414

Preferred Telephone Number

1175 Pacific Way

Email: pacific pickins @ gmail . com

Gearhart, OR 97138

()

Address

Additional Contact Number

Event Information and Mandatory Criteria

Event date: December 7, 2025

Number of people anticipated to attend: 100

Describe the event to be held for which you would like to provide alcohol:

Shop and Sip

Insurance Company Name Knutzen Insurance

Policy Number B2866992747

OLCC Servers Name Robin Bair

Server Permit Number 229 F 1 M

Event Hours: 3pm - 7pm

Requested Alcohol Service Hours: 3pm - 7pm

Have you ever possessed a license to sell alcoholic beverages? NO ☒ YES ☐ (attach sheet of names/locations)

Indicate the location(s) for which this application will apply:

☐ Dunes Meadow Park ☐ Centennial Garden Park ☐ City Beach/Dune Land ☒ Other: Pacific Pickins

Is the event ☐ private, or ☒ open to the general public?

Please respond to the following criteria in the spaces provided. Attach additional sheets of paper where necessary.

The City will approve or deny this application based on your responses.

1. Identify the public benefit to be gained by allowing alcohol and identifying how the proceeds of the event, if any, will be used. REMINDER: If you wish to sell alcohol at your event, you must obtain a temporary sales license/permit from the Oregon Liquor Control Commission.

We'll be giving the public an opportunity to shop later hours and sample wines/beer.

2. Identify the proposed confined alcohol serving and consumption area and methods of boundary control.

Robin Bair (licensed Rep from Melrose Winery) will be serving and monitoring

3. Define event security to be provided to avoid consumption outside defined boundaries, consumption by intoxicated guests, and consumption by minors.

Robin Bair will enforce laws.

CK # 1252
PAID

11/21/25 (K)

Permit Fees

Damage and cleaning deposits are based upon attendance and type of event. In order to qualify as a private party event, the general public must not be invited and no flyers or advertisements may have been made.

Private Party (up to 50 people)

\$25.00 per event application, per day

Private Party (51-250 people)

\$25.00 per event application, per day

Private Party (more than 250 guests)

\$25.00 per event application, per day

Public Event

\$25.00 per event application, per day

Conditions of Use

If this application is approved, the applicant shall:

1. Agree to use a licensed server(s) and comply with any applicable OLCC regulations;
2. Not use glass beverage containers for personal consumption (not to be construed to prohibit bottles of wine);
3. Not serve, sell, consume, possess, or use distilled liquor unless an OLCC special events permit/temporary sales license has been obtained;
4. Arrange for and pay for removal of trash generated by the event;
5. Obtain event insurance and provide evidence 5 business days in advance of the event of coverage in the amount of \$5,000,000 per claim, naming the City as an additional insured;
6. Pay the permit fee at the time of submission, unless a longer time is approved by the City Council and authorized by the City Administrator;
7. Sign a liability waiver, indemnity, defense, and hold harmless agreement on a form prescribed by the City Administrator (attached hereto and incorporated herein by reference);
8. Obtain a Noise Permit from the City if event sound levels are anticipated to reach over 50 dBA between 10:00 p.m. - 8:00 a.m. or over 60 dBA between 8:00 a.m. - 10:00 p.m.
9. Provide alternative non-alcoholic beverages;
10. Cease all alcohol service by the time requested on this application unless otherwise noted as a condition below;
11. Provide food items; and
12. Comply with any other conditions the City deems prudent.

Liability Waiver/Service Agreement

I HEREBY FULLY RELEASE AND DISCHARGE THE CITY OF GEARHART, ITS EMPLOYEES, OFFICERS, OFFICIALS, VOLUNTEERS, AGENTS AND INSURERS (COLLECTIVELY, THE "RELEASED PARTIES") FROM ANY AND ALL LIABILITY, CLAIMS, AND CAUSES OF ACTION FROM INJURIES OR ILLNESS (INCLUDING DEATH), PROPERTY DAMAGES OR LOSS WHICH MAY BE ASSERTED BY ANYONE WHICH IN ANY WAY ARISE FROM, DURING, OR IN CONNECTION WITH THIS USE OF THE CITY'S PROPERTY FOR THIS EVENT OR THE SERVICE OF ALCOHOL AT THE EVENT BY ME, OR MY GUESTS, INVITEES, OR LICENSEES. THIS RELEASE INCLUDES BY WAY OF EXAMPLE AND NOT LIMITATION, ANY RISKS THAT MAY ARISE FROM NEGLIGENCE OR CARELESSNESS ON THE PART OF THE RELEASED PARTIES, FROM DANGEROUS OR DEFECTIVE EQUIPMENT OR PROPERTY OWNED, MAINTAINED, OR CONTROLLED BY THE RELEASED PARTIES.

I shall be in charge of the event and will be present at the event. I shall be responsible for the clean-up of the area and repair of damage to equipment or facilities and replacement of any theft. I agree that I have read and shall abide by the conditions noted on this application.

Signature of Applicant

Date

Print Name

For Office Use

☐

Approved

Police Department (if called to review)

Date

☐

Approved with conditions:

☐

Not Approved; Reason:

By:

City Administrator

Date:

City of Gearhart
698 Pacific Way PMB 2510
Gearhart, Oregon 97138
Phone: 503-738-5501
Fax: 503-738-9385

**Local Government Recommendation – Special Event License****Section 1 – Submission - To be completed by Applicant:****License Information**

Applicant Name(s): Robin Bair

☒ Annual Licensee

Event Name: Shop and Sip

Event Address: 1175 Pacific Way

Ste:

City: Gearhart Oregon

County: Clatsop

Zip: 97138

License Type: Alcohol Servers permit #229F1M

☐ At Existing Licensed Premises**Application Contact Information**

Contact Name: Robin Bair

Phone: 541-530-5114

Mailing Address: 885 Melqua Rd

City: Roseburg

State: Oregon

Zip: 97471

Email Address: Wholesalemelrose@gmail.com

Event Details

Event Dates: 12/7/2025

Event Times: 3pm to 7pm

Expected Daily Attendance: 100

Peak Expected Attendance:

To the best of your knowledge, is this the only special event application for this event? Y/N?yes

Please check all that apply to your proposed event:

Off-Premises Sales:



Beer/Wine/Cider



Distilled Spirits

Tastings only:



Beer/Wine/Cider



Distilled Spirits

On-Premises Consumption:



Beer/Wine/Cider



Distilled Spirits

☒ Indoor Consumption

Outdoor Consumption

Food Service Available: little sandwiches, fruit and veggies and dip

☒ Proposing to Allow Minors**Section 1 Continued on next page**



Local Government Recommendation – Special Event License

Section 1 Continued – Submission - To be completed by Applicant:

Applicant Name/Legal Entity Name: Robin Bair

Event Name: Shop and Sip

After completing section 1, please submit your application to the local government for recommendation

Section 2 – Recommendation - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name:

Optional Date Received Stamp

Date Application Received:

Received by:

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.