



## CITY OF GEARHART

### Staff Report

For City Council Meeting - 12/3/2025

**\*ADDED TO THE AGENDA\* Subject - New Business - Liquor License Application Review - Special Event - Prep Kitchen**

**Synopsis:** Joshua Money of Prep Kitchen is submitting the attached special event liquor license application to sell/serve alcohol during an onsite, indoor brunch event. An OLCC special event application is also attached, which needs local recommendation granted following city application approval. The application is requesting approval for multiple events through February, however, there are limitations due to the way the city ordinance was written.

**Council Options:**

- 1) Motion to approve Prep Kitchen's liquor license application for its December special event, only;
- 2) Motion to approve Prep Kitchen's liquor license application for all proposed special event dates listed provided the required fee is paid with the required application and insurance documentation no more than 5 days prior to each event;
- 3) Deny the application;
- 4) Take other action as desired by Council.

**Recommendation:** The City Administrator recommends City Council approve Prep Kitchen's liquor license application for all proposed special event dates listed provided the required fee is paid with the required application and insurance documentation no more than 5 days prior to each event via simple motion. There can be no changes to what's submitted on the attached application from event-to-event, or the applicant will be required to request event permission at a future Council meeting. The OLCC recommendation covers up to 7 events, per the State.

**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)**

Prep Kitchen, LLC

( 503 ) 717-5103

Print Name

Preferred Telephone Number

3601 Oregon Coast Hwy

Email: prepkitchenllc@gmail.com

Gearhart, OR 97138

( 253 ) 312-7991

Address

Additional Contact Number

## **Event Information and Mandatory Criteria**

Event date: Dec 21, 2025, Jan 10, 24, Feb 7, 2026

Number of people anticipated to attend: 48

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

Saturday Brunch

Insurance Company Name AmTrust North America

Policy Number WBP2070697-00

OLCC Servers Name Joshua Money

Server Permit Number 341B1R

Event Hours: 10 am - 3 pm

Requested Alcohol Service Hours: 10 am - 3 pm

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:

Prep Kitchen

☐ Dunes Meadow Park ☐ Centennial Garden Park ☐ City Beach/Dune Land ☒ Other: \_\_\_\_\_

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.

Provide an additional revenue stream to a local small business, allowing them to grow and hire more local employees

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

All patrons will be seated and kept inside Prep Kitchen's dining area

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

Both Prep Kitchen owners (Reco Yanez and Joshua Money), along with additional staff, will be present for the entire event and will be keeping patrons inside Prep Kitchen's dining area, and checking IDs

## **Permit Fees**

**PAID**  
12/2/25  
VS 4113 (K)

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.

Joshua Money Digitally signed by Joshua Money  
Date: 2025.11.19 16:10:59 -08'00'

12/2/25

Signature of Applicant

Date

Prep Kitchen, LLC

Print Name

### For Office Use

☐ Approved

Police Department (if called to review) \_\_\_\_\_ Date \_\_\_\_\_

☐ Approved with conditions: \_\_\_\_\_

☐ Not Approved; Reason: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

City Administrator

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): Joshua Money and Reco Yanez (Prep Kitchen) ☐ Annual Licensee

Event Name: Saturday Brunch

Event Address: 3601 Oregon Coast Hwy Ste:

City: Gearhart County: OR Zip: 97138

License Type: Special Event License ☐ At Existing Licensed Premises

**Application Contact Information**

Contact Name: Joshua Money Phone: 253-312-7991

Mailing Address: 3601 Oregon Coast Hwy

City: Gearhart State: OR Zip: 97138

Email Address: prepkitchenllc@gmail.com

**Event Details**

Event Dates: Dec. 21, Jan, 10, 24, Feb 7

Event Times: 9am - 3pm

Expected Daily Attendance: 48 Peak Expected Attendance: 12

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

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: Eggs Benedict, Enchilada Breakfast Burrito, Steak Skillet

☐ 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: Prep Kitchen, LLC

Event Name: Saturday Brunch

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.



## OREGON LIQUOR & CANNABIS COMMISSION

### Instructions for Local Government Recommendation – Special Events License

The local government is as follows:

- (a) If the address of the event is within a city's limits, the local government is the city.
- (b) If the address of the event is not within a city's limits, the local government is the county.

The OLCC will accept local government recommendations for alcohol special events in two formats: the commission produced form, or a written endorsement produced by the local government that meets our standards described below. Annual Liquor License applications must have their recommendation given on their specific form, which is different from this special event form.

#### FORM INSTRUCTIONS:

• **Section 1: Applicant** completes Section 1 of this form and submits it to the appropriate city or county jurisdiction. Applicant verifies with the local government whether additional forms or fees are required. **Applicant completes payment to local jurisdiction for processing application if they require fees. This does not include OLCC license fees.**

• **Section 2: Local government** completes Section 2 of this form and returns it to the applicant. **Applicant** uploads the complete form and any supporting information provided by the city or county to CAMP.

#### WRITTEN RECOMMENDATION INSTRUCTIONS:

Instead of using this form, The OLCC will accept a written recommendation produced by the Local Government and given to the applicant to submit. The recommendation must be in written format such as letter or email, and includes the required information described below. Applicant uploads this recommendation and any supporting information provided by the city or county to CAMP.

**Required Recommendation Information:** The written recommendation must include the event applicant name, event name, event address, event license type, event dates, name of local government, name & title of reviewing official, date of review, and the recommendation outcome. Recommendation outcomes can be: Recommend Granting License, No Recommendation given/Neutral, or Recommend Denial. If recommending denial, please explain as to why it would meet the denial criteria in OAR 845-005-0308.

Special Event License Types	
Temporary Sales License, For Profit (TSL-FP)	Special Event Brewery-Public House (SEBPH)
Temporary Sales License, Non-Profit 1 (TSL-NP1)	Special Event Brewery (SEB)
Temporary Sales License, Non-Profit 2 (TSL-NP2)	Special Event Distillery (SED)
Temporary Use of Annual License – Limited (TUAL-L)	Special Event Grower Sales Privilege (SEG)
Temporary Use of Annual License – Full (TUAL-F)	Special Event Winery (SEW)