

**From:** MUGLESTON Thomas <[tmugleston@springfield-or.gov](mailto:tmugleston@springfield-or.gov)>  
**Sent:** Monday, September 26, 2022 11:23 AM  
**To:** LINDER Mindy <[mlinder@springfield-or.gov](mailto:mlinder@springfield-or.gov)>  
**Cc:** Meredith Branch <[meredithrb@icloud.com](mailto:meredithrb@icloud.com)>  
**Subject:** RE: SAC - Art Walk and OLCC permit

Hi Mindy,

For city-sponsored alcohol events, we do need a contracted person with an OLCC permit to dispense the alcohol. We essentially want to shift liability for claims from the City to a separate contracted entity with liability coverage.

For example, at the books and brews event, the library foundation as a separate 503c, sponsors the event and takes legal responsibility for claims. They hire a licensed bartender to handle the alcohol and take responsibility to manage minors and people who have had too much.

Tom Mugleston  
541-726-3724

**From:** LINDER Mindy <[mlinder@springfield-or.gov](mailto:mlinder@springfield-or.gov)>  
**Sent:** Wednesday, September 21, 2022 9:09 AM  
**To:** MUGLESTON Thomas <[tmugleston@springfield-or.gov](mailto:tmugleston@springfield-or.gov)>  
**Cc:** Meredith Branch <[meredithrb@icloud.com](mailto:meredithrb@icloud.com)>  
**Subject:** FW: SAC - Art Walk and OLCC permit

Hi Tom,

The Springfield Arts Commission (SAC) is interested in serving small free wine pours in the City Hall Gallery for the 2<sup>nd</sup> Friday Art Walks. This would add a free offering and incentive that matches the other typical art walk stops.

Our SAC sub-committee chair for Art Walks is cc'd here, Meredith Branch. She is going to follow up with OLCC to confirm whether or not we'd need a permit for serving free, small pours at the event.

We wanted to check-in with you, as our Risk Manager, to confirm if OLCC gives us the green light – if this is allowed in City Hall at the gallery? Could SAC event funds be used to purchase bottles of wine? Or would SAC members need to engage local vendors for in-kind donations of wine?

Please advise.

Thank you!  
Mindy