

CITY OF CHEYENNE  
**PERMIT APPLICATION**  
CATERING PERMIT



FEE (\$100.00 PER DAY): \_\_\_\_\_

PERMIT # \_\_\_\_\_

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This application is for a permit, issued to any individual, partnership, corporation or limited liability company currently holding a retail or resort liquor license within the City of Cheyenne, authorizing the off-premise sale of both alcoholic and malt beverages for sales at meetings, conventions, private parties and dinners or at other similar gatherings within the City of Cheyenne not capable of being held within the licensee's premises. (W.S. § 12-4-50 (b) and City Code Title 5, Chapter 5.12, Section 5.12.020).

No licensee holding a catering permit shall sell or permit consumption of any alcoholic or malt beverages off the premises described in the permit. No license holder shall receive more than a total of thirty-six (36) catering permits for sales at the same premises in any one (1) year.

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APPLICANT NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ BUSINESS ZONE: \_\_\_\_\_

REASON FOR PERMIT REQUEST: \_\_\_\_\_

LOCATION OF SALES: \_\_\_\_\_

DATE(S) PERMIT REQUESTED: \_\_\_\_\_ TIME(S): \_\_\_\_\_

**AFFIDAVIT/AUTHORIZATION**

The undersigned applicant hereby authorizes the City of Cheyenne and its agents and employees to seek information and conduct investigations into the truth of the foregoing statements as set forth in this application, and agrees to comply fully with the Rules and Regulations of the City of Cheyenne, Wyoming, governing the license requested, and further declares that the foregoing information contained in this application is true and correct.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

I understand any individuals who will be selling or dispensing alcoholic or malt beverages are 21 years or older and have received applicable training on alcohol-related sales and service.

This application is available in alternative, accessible formats upon request.

**FILING DEADLINE: A minimum of 5 full working days is required to process application**

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**APPROVALS:**

The City Clerk will provide written approval only after all other approvals have been obtained. The City Clerk's staff will acquire these approvals for applicants.

Police Department: \_\_\_\_\_  
(415 W. 18th St./637-6521)

City Clerk: \_\_\_\_\_  
(2101 O'Neil Avenue, Room 101/638-4301)

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**FOR USE BY CITY CLERK'S OFFICE:**

M/R # \_\_\_\_\_ FEE PAID \$ \_\_\_\_\_ DATE PAID: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_

BY: \_\_\_\_\_ COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**SPECIAL EVENT PERMIT FOR ALCOHOL SALES-LAW ENFORCEMENT CONDITIONS OF APPROVAL**

**NAME OF EVENT:** \_\_\_\_\_ **PERMIT#** \_\_\_\_\_

**DATES:** \_\_\_\_\_ **TIMES: FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

1. CHECK STATE APPROVED IDENTIFICATION AND DO NOT ALLOW UNDERAGE POSSESSION OF ALCOHOL.
2. RESTRICT ALCOHOL SALES AND CONSUMPTION TO CLEARLY DESIGNATED AREAS ON PROPERTY
3. LIMIT SERVINGS TO 16 OZ. WITH NO MORE THAN TWO (2) SERVINGS GIVEN TO ONE CUSTOMER AT A TIME.
4. BOTTLES ARE PROHIBITED.
5. NO SERVICE TO EXCESSIVELY INTOXICATED INDIVIDUALS (MUNICIPAL CODE 5-12-160).
6. OFFER NON-ALCOHOLIC BEVERAGES AS PROMINENTLY AS ALCOHOLIC BEVERAGES.
7. REQUIRE ALCOHOL SERVER TRAINING FOR ALCOHOL SERVERS AND EVENT STAFF.
8. STOP ALCOHOL SERVICE AT LEAST ONE-HALF HOUR BEFORE EVENT CLOSING.
9. RESTRICT AGE OF SERVERS TO ONLY INDIVIDUALS 21 YEARS OF AGE OR OLDER.
10. HAVE ADEQUATE SECURITY AS DETERMINED BY THE POLICE CHIEF (MUNICIPAL CODE 5.12.050(D)).
11. REQUIRE MANAGER(S) ON DUTY TO BE PRESENT AT ALL TIMES DURING THE EVENT.
12. EVENT STAFF SERVING ALCOHOL AND ON DUTY SECURITY SHALL NOT CONSUME ALCOHOL DURING THE EVENT.
13. MANDATORY STAFF MEETING TO EXPLAIN POLICIES, PROCEDURES, LAWS, AND THESE REQUIREMENTS.
14. NOTIFY THE POLICE FOR ALL ACTS OF VIOLENCE AND CRIMINAL OFFENSES (MUNICIPAL CODE 5.12.090).
15. MONITOR GROUNDS FOR SUSPICIOUS ACTIVITIES AND REPORT TO LOCAL LAW ENFORCEMENT AS NEEDED.
16. PERMIT AREAS SHALL BE POSTED. EXAMPLES: "OPEN CONTAINER AREA" "NO ALCOHOL BEYOND THIS POINT"
17. FINAL PERMIT AS WELL AS THESE REQUIREMENTS SHALL BE POSTED PROMINENTLY IN PERMIT AREAS.
18. THE LICENSE OR PERMIT HOLDER IS RESPONSIBLE FOR ADMINISTRATIVE FEES RESULTING FROM CONVICTIONS OF MUNICIPAL CODE (MUNICIPAL CODE 5.12.170)
19. CONTACT THE CHEYENNE POLICE JUVENILE DIVERSION OFFICER IF YOU WOULD LIKE TO USE IDENTIFICATION SCANNERS FOR YOUR EVENT

**OTHER CONDITIONS REQUIRED BY THE CHIEF OF POLICE AS OUTLINED IN THE PERMIT:**

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**RESPONSIBILITY / LIABILITY OF  
MALT BEVERAGE AND CATERING PERMITTEES**

1. Application fee for a malt beverage or catering permit must be paid by the applicant.
2. In receiving the permit, the applicant assumes all accompanying responsibility and may not transfer or delegate any authority to sell/dispense beverages to another person or organization.
3. The applicant is liable for strict adherence to state and local laws governing the permit. Proof of general and liquor liability insurance in amounts determined by the City Risk Manager\* (but not less than \$1,000,000.00 for liquor liability) is required for malt beverage permit applicants if the location for sales will be upon city-owned or public right-of-way property. All certificates of insurance must name the City of Cheyenne as an additional insured as well as certificate holder.

\* The City Risk Manager may contact the applicant concerning the activity for which a permit is requested to assist in determining general and liquor liability coverage amounts.

4. The applicant must personally supervise and be responsible for all employees who sell or dispense the beverage and acknowledges that employees must be at least 21 years of age. If requested by the City Clerk or Chief of Police, applicants may be asked to provide applicable training\*\* to employees who will be selling/dispensing under the permit.
5. Malt beverages or alcoholic liquors purchased to be sold in conjunction with a permit must be ordered and purchased by the applicant/permittee. All sales taxes and other fees required by law is the responsibility of the applicant/permittee.
6. Approval of sales/dispensing areas and operations (including proposed consumption areas) are required per authority set out in Chapter 5.12.010 (A)(B)(C)(D) of Cheyenne City Code and State Statute.
7. Proceeds from the sale of malt beverages and/or alcoholic liquors must be credited to the applicant/permittee.
8. Applicant understands that under the permit they can not promote or advertise the sale of malt beverages and/or alcoholic liquors as a temporary bar or lounge environment.
9. Any violation of Federal, state or city laws will result in a permit being immediately revoked.
10. If operating under a catering permit, applicant must comply with applicable dispensing room requirements as set forth in City Code and State Statute.

\*\* For Training assistance, permittees may contact the Wyoming Liquor Division (Ph. 307-777-7231) or Cheyenne Police Department (Ph. 307-637-6521).