



**CITY OF CHEYENNE**

**SPECIAL PERMIT (CONSUMPTION)**  
**(Champagne / Wine / Malt Beverages)**

Fee: \$10.00/day

Permit No. \_\_\_\_\_

Pursuant to City Code, approval of this permit allows for consumption (NOT SALES) of champagne, wine and/or malt beverages at *certain designated* Community Events & Recreation facilities (some areas require reservation arrangements through Community Events & Recreation staff), and consumption of alcohol and/or malt beverages for other activities and sites as set forth in City Code. (City Code §5.12)

***This application must be completed in its entirety and submitted to the City Clerk's Office within 5 business days of the event for processing***

**APPLICANT INFORMATION (Please print):**

NAME: \_\_\_\_\_ / \_\_\_\_\_  
(Individual) (Group/Organization)

ADDRESS: \_\_\_\_\_  
(Street or mailing address) (City) (State) (Zip)

HOME PHONE: \_\_\_\_\_ BUSINESS/WORK PHONE: \_\_\_\_\_

**ACTIVITY INFORMATION**

DETAILED EXPLANATION OF PURPOSE OF PERMIT REQUEST: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ HOURS: \_\_\_\_\_ TO \_\_\_\_\_  
Hours allowed: 8 a.m. to 11 p.m. (maximum)

ESTIMATED NO. OF PERSONS ATTENDING: \_\_\_\_\_

ESTIMATED NO. OF ADULTS WHO WILL BE CONSUMING: \_\_\_\_\_

**APPLICANT IS REQUESTING TO CONSUME:**

- Malt beverages**
- Check site requested:
- Cheyenne-Kiwanis Community House
  - Amphitheater
  - Lions Park Gazebo
  - Botanic Gardens
  - Lions Park North Shelter
  - Holliday Park Shelter     Holliday Park West Shelter
  - Mylar Park Shelter
  - Brimmer Park Softball Complex\*
  - Converse Softball Complex\*
  - Pioneer Park Baseball Complex\*
  - Lions Park Softball Field
  - David R. Romero South Cheyenne Community Center
  - David R. Romero South Cheyenne Community Shelter
  - Other authorized areas per City Code: \_\_\_\_\_
  - Special downtown venue (alcohol and/or malt beverages/waiver of open container-other policies and regulations may apply):    Location: \_\_\_\_\_

- Champagne**     **Wine**
- (Available only for special PRIVATE occasions to which the general public is not invited, ex: wedding and anniversary receptions; private invitation-only activity.)
- Check site requested:
- Cheyenne-Kiwanis Community House
  - Amphitheater
  - Lions Park Gazebo
  - Botanic Gardens
  - Lions Park North Shelter
  - Holliday Park Shelter     Holliday Park West Shelter
  - Mylar Park Shelter
  - David R. Romero South Cheyenne Community Center
  - David R. Romero South Cheyenne Community Shelter

\*Only in conjunction with adult softball/baseball games and tournaments as approved by Community Recreation & Events Department.

**LIQUOR LIABILITY RESPONSIBILITY (Required)**

The applicant must agree to assume full responsibility relative to the dispensing and consumption of champagne, wine and/or malt beverages authorized by this permit. The City Risk Manager may contact the applicant concerning the event and any proof of liquor liability insurance that may be required. **ONE of the following areas MUST be completed with documentation submitted with application:**

- 1. Applicant's homeowners/tenants insurance policy will provide liquor liability coverage for this event:
  - Yes (A letter of verification from insurance agent/authorized representative is attached)
- 2. Applicant, sponsoring organization, responsible party, etc. has liquor liability insurance coverage in a minimum amount of \$1,000,000.00 (City of Cheyenne must be named as an additional insured and certificate holder):
  - Yes (Proof of coverage is attached)

**PERMIT RULES**

- 1. Permit allows consumption (not sales) of champagne, wine and/or malt beverages in designated areas.
- 2. No glass containers (beverages may be dispensed into non-glass containers for consumption).
- 3. Strict adherence to approved hours for consumption.
- 4. Participants (group) must remain and may only consume in approved designated/reserved area.
- 5. Permittee assumes full responsibility for participants relative to state and local laws, rules and policies pertaining to consumption of alcoholic and malt beverages (No public intoxication, disturbance of the peace, etc.)
- 6. Permit effective only upon approval, including any comments noted, of City representatives listed below.
- 7. Approved permit must be in applicant's possession at the site during event.
- 8. Drinking games/competitions are not allowed.
- 9. Permittee must abide by applicable Community Recreation & Events Dept. rental policies.

**APPLICANT RESPONSIBILITY / INDEMNIFICATION AGREEMENT**

I, the undersigned applicant, hereby declare that the foregoing information contained in this application is true and correct; that I agree to abide by the permit rules, and that I realize I am assuming full responsibility relative to dispensing and consumption of champagne, wine and/or malt beverages upon City-owned property for the event indicated. I hereby agree to release, indemnify and hold harmless the City of Cheyenne, its agents and employees from any and all claims arising as a result of the event/activity for which this permit is requested, and understand that I may incur a financial obligation to the City and/or third parties as a result of this agreement.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of applicant)

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

**The foregoing SPECIAL PERMIT (CONSUMPTION) application is approved by the following:**

Comment(s)	Community Recreation & Events (638-4356/637-6423)Date
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Comment(s)	Chief of Police (415 W. 18th St.) Date
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Comment(s)	City Risk Manager (2101 O'Neil, Rm 304) Date
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**THE PERMIT ISSUED (THROUGH THE CITY CLERK'S OFFICE) MUST BE IN THE POSSESSION OF THE APPLICANT AND ON THE PREMISES FOR THE DURATION OF THE EVENT**