

**CITY OF CHEYENNE
ADMINISTRATIVE GUIDELINES**

**CATERING, MALT BEVERAGE AND CONSUMPTION PERMITS
(INCLUDING APPROVAL OF WAIVER OF OPEN CONTAINER)
FOR EVENTS/ACTIVITIES TO BE HELD AT THE CITY-OWNED
ICE AND EVENTS CENTER COMPLEX**

The following criteria is used as an administrative guideline when considering applications submitted to the office of City Clerk for a catering, malt beverage or consumption permit, including approval for waiver of open container, as provided by City Code, for events and activities to be held at the city-owned ice and events center complex.

CRITERIA:

1. Permit application fee, if required, must be paid by the applicant and signed by an authorized representative. Applicants will be required to sign a written release, indemnification and hold harmless agreement as contained in the permit application form.
 - a. A Special Event/Activity checklist form, provided by the office of City Clerk, must be completed and submitted with each application.
 - b. Applications must be approved by the Director of Parks and Recreation or authorized representative. Use, including any required deposit, of the facility for the activity for which a permit is requested must be in accordance with Parks and Recreation Department facility reservation policies.
2. In receiving a permit, the applicant agrees they are assuming all responsibility in connection with the permit, and may not transfer or delegate any authority to sell or dispense beverages authorized under a permit to another person or organization. Applicants can not promote or advertise to the public the sale or consumption of malt beverages and/or alcoholic liquors as a temporary bar or lounge environment.
3. The applicant is liable for strict adherence to applicable Federal, state and local laws governing the permits. 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 in conjunction with a catering and malt beverage permit. All certificates of insurance must name the City of Cheyenne as an additional insured for the event/activity as well as certificate holder. The City Risk Manager shall determine applicant liability coverage requirements in conjunction with a consumption permit.

* The City Risk Manager may contact applicants concerning the proposed event/activity to obtain information to assist in determining the amounts of insurance coverage required for general and liquor liability.

4. Applicants assume responsibility for supervising all persons providing alcoholic liquor and malt beverage sales/dispensing and acknowledge that those persons must be at least 21 years of age. Applicants must provide applicable training ** as approved by the Chief of Police to those persons who will be selling/dispensing under a catering or malt beverage permit.
5. Sales/dispensing room location and consumption boundaries will be determined and approved by the Chief of Police, Director of Parks and Recreation, City Risk Manager and City Clerk.
 - a. All beverage products to be dispensed will be provided in non-glass, non-breakable containers (example: plastic cups).
 - b. In addition to authority provided by Chapter 5.12.010 of City Code, the Chief of Police may impose any recommendations or requirements deemed necessary to provide for on-site monitoring of permit activities affiliated with sales, dispensing and consumption and to ensure compliance with laws and regulations
6. The Chief of Police reserves the right to deny approval of any application involving a catering, malt beverage or consumption permit for the health, safety and welfare of the public.

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