

CITY OF CHEYENNE

PERMIT APPLICATION

CATERING PERMIT



(REQUESTING WAIVER OF OPEN CONTAINER LAW)

FEE (\$50.00 PER DAY): \_\_\_\_\_

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

Cheyenne-Kiwanis Community House

Community Event/Activity

Ice and Events Center Complex

(Sales limited to wine, champagne, malt beverages)

Community Center at David R. Romero South Cheyenne Community Park

Shelter at David R. Romero South Cheyenne Community Park

This application is for a permit, issued to a current retail or resort liquor licensee, authorizing the off-premise sales of alcoholic and malt beverages for sales at meetings, conventions, private parties and dinners to be held at the Cheyenne-Kiwanis Community House, Ice and Events Center Complex, Community Center at David R. Romero South Cheyenne Community Park or in conjunction with a community event/activity open to the public in accordance with administrative guidelines on file with the City Clerk (W.S. § 12-4-502(b) and City Code Title 5, Chapter 5.12).

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 twelve (24) catering permits for sales at the same premises in any one (1) calendar year.

ATTACH THE FOLLOWING:

- If application is for a community event/activity, written description of the proposed community based event.
- A suitable drawing reflecting:
  - Site plan with consumption boundaries
  - Location of dispensing room(s)
  - Location of any tent(s), food prep and serving areas, or other temporary fixtures
- City Clerk Event/Activity Checklist
- Proof of general liability insurance, including liquor liability coverage in a minimum amount of \$1,000,000.00, or as determined by the City Risk Manager. City of Cheyenne must be named as an additional insured and certificate holder for the proposed event/activity. Insurance must be provided by retail or resort liquor licensee.
- Written release, indemnification and hold harmless agreement signed by an authorized representative of the respective retail or resort licensee.

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

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

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

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

TELEPHONE #: \_\_\_\_\_

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

LOCATION OF SALES: \_\_\_\_\_ BUSINESS ZONE: \_\_\_\_\_

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

PERMIT HOUR(S) REQUESTED: \_\_\_\_\_

WHAT TYPE OF SECURITY MEASURES ARE PLANNED FOR ALCOHOL CONTROL? \_\_\_\_\_

\_\_\_\_\_

**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)

Community Recreation & Events (if applicable): \_\_\_\_\_  
(2101 O'Neil Avenue, Room 302/638-4356)

Risk Manager: \_\_\_\_\_  
(2101 O'Neil Avenue, Room 304/637-6335)

Programs and Facilities Manager (if applicable): \_\_\_\_\_  
(4603 Lions Park Dr./637-6423)

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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**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).

**CITY OF CHEYENNE  
ADMINISTRATIVE GUIDELINES**

**MALT BEVERAGE AND/OR CATERING PERMITS (restricted)  
REQUESTING WAIVER OF OPEN CONTAINER FOR  
SPECIAL COMMUNITY-BASED EVENTS AND ACTIVITIES**

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The following criteria is used as an administrative guideline when considering applications to the City Clerk for special malt beverage and/or catering permits (restricted) requesting waiver of open container, as provided by City Code Section 5.12.060, for special community-based events and activities.

A malt beverage permit authorizes sales of those beverages meeting the definition of malt beverage pursuant to Title 12, Wyoming Statutes. Pursuant to City Code Chapter 5.12.060, a catering permit (restricted) authorizes sales of wine, including champagne, and malt beverages only.

**CRITERIA:**

1. Purpose of application must be in conjunction with a special community-based event or activity, and should focus on a community oriented theme, event, activity or celebration which is open to the general public for participation.
2. Permit application fee must be paid by the applicant and signed by an authorized representative for the proposed event/activity. 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.
3. 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. Applicants can not promote or advertise to the public the sale of malt beverages and/or alcoholic liquors as a temporary bar or lounge environment.
4. The applicant is liable for strict adherence to applicable Federal, 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. 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 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.
5. Applicants assume responsibility for supervising all persons providing beverage sales/dispensing and acknowledge that those persons must be at least 21 years of age. Applicants will be required to provide applicable alcohol server training\*\*to those persons who will be selling/dispensing under the permit.

6. Sales/dispensing locations and consumption boundaries for an event/activity will be determined and approved by the Chief of Police, Special Projects Director, City Risk Manager and City Clerk. Sales/dispensing and consumption boundaries will be adequately marked and flagged for the duration of the event as required by the Chief of Police, Special Projects Director 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
  - c. Drinking games/competitions are not allowed.
7. A suitable drawing of the site of the proposed area for the event/activity (including proposed consumption boundaries) must accompany the application. The drawing must depict such areas as the sales/dispensing locations, location of any affiliated activities, such as food stands, temporary vendors, etc. A list of affiliated activity participants/vendors must also be submitted with the application.
8. The Chief of Police reserves the right to deny approval of any application 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).

**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:** \_\_\_\_\_