

CITY OF CHEYENNE
PERMIT APPLICATION



CATERING PERMIT

REQUESTING WAIVER OF OPEN CONTAINER LAW

FEE (\$100.00 PER DAY): _____

PERMIT # _____

Cheyenne-Kiwanis Community House
Ice and Events Center Complex

Community Event/Activity
(Sales limited to wine, champagne, malt beverages)

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 Ice and Events Center Complex, Cheyenne-Kiwanis Community House 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 twenty-four (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. 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: _____
(Please Print)

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.

STATE OF WYOMING)
) ss.
County of Laramie)

Subscribed and sworn to before me this _____ day of _____, _____.

SEAL _____
 Notary Public
 My commission expires: _____

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

APPROVALS:

The Mayor and 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)

Parks & Recreation Director (if applicable): _____
 (2101 O'Neil Avenue, Room 205/638-4356)

Parks Division (if applicable): _____
 (4603 Lions Park Drive/637-6429)

Risk Manager: _____
 (2101 O'Neil Avenue, Room 102/637-6333)

Special Projects Director (if applicable): _____
 (2101 O'Neil Avenue, Lobby/637-6331)

Mayor: _____
 (2101 O'Neil Avenue, Room 310/637-6300)

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

FOR USE BY CITY CLERK'S OFFICE:

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

BY: _____ COMMENTS: _____

**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), unless prior approval is obtained by the Chief of Police, or designee.
 - 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).

