



**CITY OF CHEYENNE**

**SPECIAL PERMIT (CONSUMPTION)**

**(Alcoholic and/or Malt Beverages)**

**ICE AND EVENTS CENTER COMPLEX**

Fee: \$10/day

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

Pursuant to City Code, approval of this permit allows for consumption (NOT SALES) of alcoholic and/or malt beverages at the Ice and Events Center Complex (requires reservation arrangements through Parks and Recreation staff). (City Code §5.12.060(C)(4))

*This application must be completed in its entirety in order to be processed*

**APPLICANT INFORMATION (Please print):**

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

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

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

**ACTIVITY INFORMATION**

PURPOSE OF PERMIT REQUEST: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ HOURS: \_\_\_\_\_ TO \_\_\_\_\_

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

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

TYPES OF BEVERAGES TO BE OFFERED: \_\_\_\_\_

**LIQUOR LIABILITY RESPONSIBILITY (Required)**

The applicant must agree to assume full responsibility relative to the dispensing and consumption of alcoholic 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 alcoholic 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. Permittee must abide by applicable Parks & Recreation Dept., Ice and Events Center rental/lease 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 alcoholic 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)

STATE OF WYOMING ) ss.  
COUNTY OF LARAMIE )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

(SEAL)

Notary Public  
My notary commission expires: \_\_\_\_\_

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

|                     |  |               |
|---------------------|--|---------------|
| _____<br>Comment(s) | _____<br>Ice and Events Center Staff             | _____<br>Date |
| _____<br>Comment(s) | _____<br>Parks & Recreation Administration       | _____<br>Date |
| _____<br>Comment(s) | _____<br>Chief of Police (415 W. 18th St.)       | _____<br>Date |
| _____<br>Comment(s) | _____<br>City Risk Manager (2101 O'Neil, Rm 101) | _____<br>Date |

**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**

CLERK PERMIT ROUTING INFO: Copy of permit/issue notification to: Police/Parks & Recreation By: \_\_\_\_\_ Date \_\_\_\_\_

**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**

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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).