

CITY OF CHEYENNE  
BUSINESS PERMIT APPLICATION



MALT BEVERAGE PERMIT

**(REQUESTING WAIVER OF OPEN CONTAINER LAW)**

FEE (\$100.00 PER DAY): \_\_\_\_\_

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

This application is for a malt beverage permit authorizing the sale of malt beverages only at a special community-based event within the City of Cheyenne (City Code Title 5, Chapter 5.12). No alcoholic liquor other than malt beverages may be sold on the premises authorized by the permit, and no malt beverages may be sold or consumed off the premises as authorized by the permit. **NO GLASS CONTAINERS ARE PERMITTED.**

ATTACH THE FOLLOWING:

\_\_\_\_\_ Written description of the proposed community based event, including a suitable drawing reflecting:  
- Site plan with consumption boundaries  
- Location of malt beverage dispensing room(s)  
- Location of any tent(s), food prep and serving areas, or other temporary fixtures

\_\_\_\_\_ Proof of general liability insurance, including a liquor liability provision with minimum coverage of \$1,000,000.00, covering the event. Insurance must be provided by applicant.

\_\_\_\_\_ If requesting a reduction of fees, applicant must be a non-profit organization (per IRS definition). Applicant needs to submit a letter addressed to Mayor and City Clerk requesting same. (City Code Section 5.12.030 states " . . . the Mayor and City Clerk may grant a permit at a lower daily fee of not less than \$35.00 to a nonprofit organization.")

TITLE OF EVENT: \_\_\_\_\_

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

ADDRESS/CITY/STATE/ZIP: \_\_\_\_\_

MAILING ADDRESS (if different from above): \_\_\_\_\_

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

IF APPLICANT IS REPRESENTING AN ORGANIZATION, PLEASE PROVIDE THE FOLLOWING:

ORGANIZATION NAME: \_\_\_\_\_

ORGANIZATION ADDRESS: \_\_\_\_\_

ORGANIZATION PHONE #: \_\_\_\_\_

IS APPLICANT CONTACT PERSON FOR EVENT? \_\_\_\_\_ If not, provide name and phone number of contact person: \_\_\_\_\_

LOCATION OF EVENT AND MALT BEVERAGE SALES: \_\_\_\_\_

If location is to be within one of the city parks, please list which park and the area in park:

Park: \_\_\_\_\_

Location: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_

PERMIT HOURS REQUESTED: \_\_\_\_\_

WHAT TYPE OF SECURITY MEASURES ARE PLANNED FOR ALCOHOL CONTROL?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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

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.

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