



24-HOUR ALCOHOLIC BEVERAGE CATERING PERMIT APPLICATION

This section for Administrative Use Only.

This application processed by:	
Was the application approved?	
Payment:	

APPLICANT.		Date:
Applicant Name:	<i>please print</i>	Phone:
For catering permits, the applicant is the Retail or Resort Liquor Licensee.		
EVENT INFORMATION. Complete the following information about the event.		
Name of Event:	Point of Contact for Event:	
Held at:	<i>business name</i>	List the Date(s) and Hours that Alcohol will be Available:
Address:	<i>location to be permitted</i>	
Anticipated number of attendees at any given time:		
CATERING PERMIT - allow 3 days for processing		This permit is issued to a Retail or Resort Licensee only. The signature below must be from an authorized manager/owner.
\$50.00 per day		Name of Retail or Resort Liquor License Holder:
<p>The licensee shall directly sell/serve alcohol and/or malt beverages authorized by this catering permit or provide the Town a copy of the executed contract between the licensee and the contractee clearly specifying the sales/service responsibilities and that the licensee is responsible for all actions and compliance issues associated with those sales/service.</p>		Authorized Signature:
		Print Name:

Please consider Wyoming State Statute 12-5-502(b) when applying for catering permits:

(b) A catering permit authorizing the sale of alcoholic and malt beverages may be issued by the appropriate licensing authority to any person holding a retail or resort liquor license authorizing the off-premises sale of both alcoholic and malt beverages, for sales at events not capable of being held within the licensee’s licensed premises. No licensee holding a catering permit shall sell or permit consumption of any alcoholic or malt beverage off the premises described in the permit. Notwithstanding any other provision of this subsection, closed-container items sold at auction for the benefit of a nonprofit organization may be taken off-premises. Catering permits under this subsection shall not be used to operate a continuing business.

Please answer each question below. The Town of Jackson will review your answers when considering your application. In addition, Wyoming State Statute 12-4-502 states that 24-hour malt beverage and catering permits may not be used "to operate a continuing business." Your answers to the below questions will assist us in determining compliance with Wyoming State Statutes and Jackson Municipal Code.

1. Please describe your event.
2. What type of alcohol will be served at the event?
3. How is the event being advertised to the public?
4. How many times this calendar year have you utilized this location and/or this business entity to host your event?
5. Do you plan to share revenue from the event with the business entity or location owner? If your answer is yes, what is the revenue sharing plan?
6. Will your staff be selling your product at this event? If your answer is no, do you have a contract in place? If a contract is in place, please attach a copy. Per the Wyoming Liquor Division, either your staff must be selling, or a contract must be in place.
7. Have you contracted with this entity in the past? If so, how many times in this calendar year?
8. Please explain why this event cannot be held at your licensed premises.
9. Do you anticipate utilizing the above business location for future 24-hour catering permits? If your answer is yes, how many times this calendar year?
10. What percentage of your sales this calendar year have occurred at the above listed location?
11. What percentage of your sales this calendar year do you anticipate occurring at the above listed location?

12. Please describe your plan for accepting payment for alcoholic beverages at this event. If credit card sales are made, they must be transacted through your POS system.
13. Will minors be present at the event? If so, how will access to alcohol by minors be managed and prevented?
14. Will there be security at the event? If so, please describe.
15. What is the event cleanup plan and who will perform that function?

Proof of T.I.P.S. Certification required for all 24-hour permits for applicants or contractors.