



lynseylenamond@jacksonwy.gov

INTERNAL SERVICES SPECIALIST

LYNSEY LENAMOND

307-733-3932 x 1116

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**LIQUOR LICENSE APPLICATION PACKET  
FOR NEW LICENSES OR TRANSFER OF LICENSES**  
**Updated June 2025**

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The following documents are included in this application packet:

1. Checklist for New or Transfer Liquor License Applicants
2. Liquor License Application (4 pages, print on 8.5 x14 paper) *(must return)*
3. Affidavit of Authorization and Understanding *(must return)*
4. Plan of Operations (2 pages) *(must return)*
5. Types of Licenses and Permits available in Jackson *(information)*
6. Town Municipal Code Chapter 6 Liquor Licenses and Permits *(information)*
7. Wyoming State Statutes Title 12 Alcohol Beverages *(information)*
8. Information on Alcohol Server Training Requirements *(information)*
9. A Sample Server Training Log *(information)*

I am available to meet and assist you in completing this application packet. Please feel free to contact me if you have any questions.

Best regards,

Lynsey Lenamond

## **Helpful Information for First-Time Licensees**

Once a liquor license is issued, it is valid for the remaining time left in the current liquor license year. A liquor license year begins on April 1<sup>st</sup> and ends on March 31<sup>st</sup>.

Please remember that if any of the following occur, you must report the new information to the Town Clerk's office for an administrative update:

- Changing the doing business as "dba" name
- Changing the members of the Corporation, LLC, etc. who are listed on the application
- Changing the amount of stock held by members
- Changing the Plan of Operations submitted with your new license application

Some changes require the Town Council's approval, a new application must be submitted to:

- Change the applicant, or owner's name (even if just moving from, say an individual to an LLC)
- Change the address or location of the liquor license
- If selling the business and liquor license to a new owner

It is also important to remember that licensees must hold possession of the licensed premises for the entire licensed period by means of a lease, assignment of lease, or a deed.

Contact information:

Town Clerk's office                    307-733-3932 x1116  
PO Box 1687  
150 East Pearl Avenue  
Jackson WY 83001

Wyoming Liquor Division            307-777-6449 or 777-7233  
Cheyenne WY



## Application Checklist

**Please submit the following on legal size paper:**

1. Original application.

Required signatures must be notarized:

**Individual:** ALL

**LLC:** One (1) LLC member

**Partnership:** ALL

**Club:** Two (2) Officers

**Corporation:** Two (2) corporate officers or directors except if all the stock of the corporation is owned by only one (1) individual.

2. Original Affidavit of Authorization. One for each person who signed the application.
3. A Financial Statement indicating condition and stability of the applicant, or a letter from the bank stating the applicant has an active account and is in good standing. The bank account name must match the applicant's name on the liquor license application.
4. If the property is leased, a copy of the current lease that runs through the liquor license year (April 1 to March 31). The name on the lease must match the applicant's name on the liquor license application. The lease must contain language that permits the "SALE" and service of alcoholic or malt beverages on the leased premises.
5. A copy of the floor plan (11 x 17 or smaller) indicating the place of sale and service of alcohol.
6. **Restaurant or Bar & Grill** liquor applications:
  - a) Copy of the valid food service permit or the application for a food service permit.
  - b) Full printed menu.
  - c) Alcohol may be served on outside decks, patios, or porches only if specifically approved by the Town Council. The area must be an immediately adjacent fenced or enclosed area to the licensed building. If you intend on serving outside, include this description in your Plan of Operations.
7. The Plan of Operations form or a written narrative which describes how the business will function.
8. Two separate checks made payable to *Town of Jackson*.
  - One check for \$100 to cover publishing fees (deposited immediately).
  - Second check for the license fee - this fee may be prorated if not for a full year (held until the application is approved by the Town Council).
9. **Transfer of Ownership** Applications: An assignment letter must be included with the application. A signed statement from the current license owner stating that they agree to the transfer of ownership. Signature(s) on the assignment letter must be from the current license holder.

**Applications should be submitted to:**

Lynsey Lenamond, Internal Services Specialist  
Town of Jackson  
PO Box 1687, 150 East Pearl  
Jackson, Wyoming 83001

Phone: 307-733-3932 ext. 1116  
Email: [lynseylenamond@jacksonwy.gov](mailto:lynseylenamond@jacksonwy.gov)

# NEW OR RENEWAL LIQUOR LICENSE OR PERMIT APPLICATION

(State of Wyoming-County and Municipal Jurisdictions)

**FOR LIQUOR DIVISION USE ONLY**

Customer #:			
Transf. from:			
1 <sup>st</sup> Reviewer:		/	/
2 <sup>nd</sup> Reviewer:		/	/

**CLERK SECTION: Completed by City / Town / County Clerk**

Local License #

**Filing In Jurisdiction:****Date filed with clerk:** \_\_\_\_/\_\_\_\_/\_\_\_\_ CITY or TOWN OF: \_\_\_\_\_**Advertising Dates:** (Minimum 2 Consecutive Weeks Prior to Hearing) COUNTY OF: \_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_ &amp; \_\_\_\_/\_\_\_\_/\_\_\_\_

**Fees**      Annual License Fee: \$\_\_\_\_\_.**Public Hearing Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Prorated License Fee: \$\_\_\_\_\_.

Publishing Fee: \$\_\_\_\_\_.

Transfer Fee: \$\_\_\_\_\_.

Publishing Fee Direct Billed to Applicant: **License Term:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Through \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_**LICENSING AUTHORITY CLERK: BEGIN ADVERTISING PROMPTLY!****PER W.S. 12-4-104(d): IMMEDIATELY FORWARD A COPY OF THE APPLICATION AND ALL ATTACHMENTS TO THE DIVISION NO LICENSING AUTHORITY SHALL APPROVE OR DENY AN APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.****SECTION 1: APPLICANT & LOCATION INFORMATION**

Applicant (Business Name): \_\_\_\_\_

Doing Business As (DBA) / Trade Name: \_\_\_\_\_

Building to be licensed / Building Address: \_\_\_\_\_

(Address Number, and Suite or Unit Number, and Street or Road Name)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Local Mailing Address: \_\_\_\_\_

(Address Number or PO Box, and Suite or Unit Number, and Street or Road Name)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Business E-Mail Address: \_\_\_\_\_

Business Primary Contact: \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

**SECTION 2: FILING AS (CHOOSE ONLY ONE)** INDIVIDUAL |  GENERAL PARTNERSHIP |  LP |  LLP |  LLLP |  LLC |  LC |  CORPORATION (INC) NON-PROFIT CORPORATION (NCORP) |  POLITICAL SUBDIVISION |  ORGANIZATION |  OTHER \_\_\_\_\_**SECTION 3: FILING FOR (CHOOSE ONLY ONE)** NEW LICENSE OR PERMIT |  RENEWAL OF LICENSE OR PERMIT TRANSFER OF LOCATION |  TRANSFER OF OWNERSHIP\* |  TRANSFER OF OWNERSHIP\* and LOCATION**\*For a Transfer of Ownership: Attach a Form of Assignment****Formerly Held by:** \_\_\_\_\_**SECTION 4: TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)****(a) Licenses and Permits Authorized for On-Premise Sales and Off-Premise Package Sales** RETAIL LIQUOR LICENSE |  COUNTY MALT BEVERAGE PERMIT |  MICROBREWERY PERMIT  
 WINERY PERMIT |  WINERY SATELLITE PERMIT |  MANUFACTURER SATELLITE PERMIT(i) **Primary Business Type (CHOOSE ONLY ONE)** (W.S. 12-6-101(c)(vi))  
 ON-PREMISE: BAR |  OFF-PREMISE: PACKAGE STORE |  ON & OFF PREMISE: BAR & PACKAGE STORE**(b) Licenses and Permits Authorized for ONLY On-Premise Sales** RESTAURANT LIQUOR LICENSE |  BAR AND GRILL LIQUOR LICENSE |  SPECIAL MALT BEVERAGE PERMIT  
 RESORT LIQUOR LICENSE |  RESORT HOTEL LIQUOR LICENSE |  RESORT LIQUOR LICENSE-SKI RESORT  
LIMITED RETAIL LIQUOR LICENSE (CLUB) |  GOLF CLUB |  VETERANS CLUB |  FRATERNAL CLUB |  SOCIAL CLUB**SECTION 5: SPECIAL STATUTORY DESIGNATIONS-ONLY COMPLETE IF APPLICABLE (CHOOSE ONLY ONE)** COMMERCIAL AIRPORT (W.S. 12-4-201(d)(iv)) |  GOLF CLUB (W.S. 12-5-201(f)) |  GUEST RANCH (W.S. 12-5-201(f))  
 Other: \_\_\_\_\_**SECTION 6: OPERATIONAL STATUS (W.S. 12-1-101(a)(xxi) / 12-2-301(c) / 12-4-103(a)(iv)) and to assist the Liquor Division with Scheduling Inspections** SEASONAL | MONTHS OF OPERATION: from \_\_\_\_\_ to \_\_\_\_\_ |  All Year (Jan-Dec)  
 NON-OPERATIONAL / PARKED | DAYS OF WEEK OF OPERATION: from \_\_\_\_\_ to \_\_\_\_\_ |  Every Day (Mon-Sun)  
| HOURS OF OPERATION: from \_\_\_\_\_ to \_\_\_\_\_ |  24 Hours a Day

**ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 3**

**1. BUILDING OWNERSHIP: W.S. 12-4-103(a)(iii)**

Does the Applicant own or lease the licensed building?

(a) The Applicant **OWNS** the licensed building.  YES (own)

(b) The Applicant **LEASES** the licensed building.  YES (lease)

If the building is leased, attach a copy of the lease agreement and complete (i) through (iii) below:

(i) The lease term expiration date is: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_; or,  Does not expire / Automatically Renews.

**Note:** The lease term **MUST** continue at least through the term of the liquor license or permit.

(ii) The lease term information is located on page(s) \_\_\_\_\_ paragraph(s) \_\_\_\_\_.

(iii) **Sales** provision for alcoholic or malt beverages: located, on page(s) \_\_\_\_\_ paragraph(s) \_\_\_\_\_.

(c) **RENEWAL ONLY:** The lease is current and on file with the Licensing Authority.  YES  NO

(i) If NO to (c), attach a copy of the current lease agreement and complete 1.(b), (i) through (iii)

**2. LIQUOR BUSINESS CONTROL: W.S. 12-4-601(b)**

(a) To operate the liquor business, has the business or license/permit been assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license or permit or the licensed building?  YES  NO

(b) If the answer was YES to 2(a) above, attach a written explanation and copies of any documents in connection therewith.

**3. INTEREST IN LICENSE OR PERMIT: W.S. 12-5-401, 12-5-402, 12-5-403**

Does any alcohol manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm:

(a) Hold any interest in the license/permit applied for?  YES  NO

(b) Furnish by way of loan or any other money or financial assistance for purposes hereof in the business?  YES  NO

(c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs?  YES  NO

(d) **If the answer was YES to any of the above questions**, attach a written explanation and copies of any documents in connection therewith.

**QUESTIONS 4-16 AND SIGNATURE PAGE: COMPLETED BY THE APPLICANT AS APPLICABLE**

4. RETAIL LIQUOR LICENSE-COMMERCIAL SERVICE AIRPORTS ONLY: W.S. 12-4-201(m)

(a) Will food and beverage services be contracted or subcontracted?  YES  NO

(i) If YES, is a copy of the food and beverage contract or lease attached?  YES  NO

(ii) **RENEWAL ONLY:** The contract or subcontract is current and on file with the Licensing Authority.  YES  NO

(iii) If NO to (a) (ii), attach a copy of the current contract or subcontract.

5. **BAR AND GRILL LICENSE OR RESTAURANT LIQUOR LICENSE ONLY: 12-4-413(a) / W.S. 12-4-407(a)**

Is a copy of the valid food service permit or the approved permit application attached?

6. RESTAURANT LIQUOR LICENSE-RENEWAL ONLY: W.S. 12-4-407(a) / W.S. 12-4-408

(a) Gross sales figures and percentages of income derived from: (Line 1) Liquor Sales: \$ \_\_\_\_\_ (%)  
(Line 2) Food Sales: \$ \_\_\_\_\_ (%)  
**(Line 1 + Line 2 must = Line 3)** (Line 3) Gross Sales: \$ \_\_\_\_\_ (%)

7. **BAR AND GRILL LICENSE LIQUOR LICENSE-RENEWAL ONLY:** W.S. 12-4-413(a) / W.S. 12-4-413(h),(j),(k)

(a) Gross sales figures and percentages of income derived from: (Line 1) Liquor Sales: \$ \_\_\_\_\_ (%)  
(Line 2) Food Sales: \$ \_\_\_\_\_ (%)  
(Line 3) Entertainment Sales: \$ \_\_\_\_\_ (%)  
**(Line 1 + Line 2 + Line 3 must = Line 4)** (Line 4) Gross Sales: \$ \_\_\_\_\_ (%)

**8. RESORT LIQUOR LICENSE: W.S. 12-4-401 through W.S. 12-4-405****Does the resort complex:**

(a) Have an actual valuation of at least one million dollars, or have committed or expended not less than one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i)  YES  NO

(b) Include a restaurant and a convention facility; a convention facility that will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii)  YES  NO

(c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii)  YES  NO

(d) If no on question (c), have a ski resort facility open to the general public in which has been committed or expended not less than 10 million dollars (\$10,000,000.00) on the facility? W.S. 12-4-401(b)(iv)  YES  NO

(e) Will food and beverage services be contracted or subcontracted? W.S. 12-4-403(b)  YES  NO

(i) **If YES to (e),** attach a copy of the contract or subcontract.  YES  NO

(ii) **RENEWAL ONLY:** The contract or subcontract is current and on file with the Licensing Authority.  YES  NO

(iii) **If NO to (e) (ii),** attach a copy of the current contract or subcontract.

**9. RESORT HOTEL LIQUOR LICENSE: W.S. 12-4-416 / W.S. 12-4-403 through W.S. 12-4-405****Does the resort hotel:**

(a) Have an actual valuation of at least five million dollars, or have committed or expended at least five million dollars (\$5,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-416(b)(i)  YES  NO

(b) Include a full-service restaurant? W.S. 12-4-416(b)(ii)  YES  NO

(c) Include not less than twenty (20) sleeping rooms for short-term occupancy? W.S. 12-4-416(b)(iii)  YES  NO

(d) Provide dining services to guest rooms for not less than twelve (12) hours each day? W.S. 12-4-416(b)(iv)  YES  NO

(e) Provide facilities to accommodate business meetings for not less than fifty (50) participants? W.S. 12-4-416(b)(v)  YES  NO

(f) Will food and beverage services be contracted or subcontracted? W.S. 12-4-403(b)  YES  NO

(i) **If YES to (f),** attach a copy of the contract or subcontract.  YES  NO

(ii) **RENEWAL ONLY:** The contract or subcontract is current and on file with the Licensing Authority.  YES  NO

(iii) **If NO to (f) (ii),** attach a copy of the current contract or subcontract.

**10. MICROBREWERY PERMIT:****WHOLESALE DISTRIBUTION: W.S. 12-2-201(a)**

(a) Will or does the microbrewery at this location self-distribute its products or distribute through a licensed wholesaler?  YES  NO

**If YES to (a);** contact the Wyoming Liquor Division for further information.

**RENEWAL ONLY: PRODUCTION REQUIREMENTS: W.S. 12-1-101(a)(xix)**

(b) **Malt Beverage Production** Minimum barrel production required for the current license term: **50.00**

(i) Barrels produced to date for the current license term: \_\_\_\_\_

(ii) Variance: \_\_\_\_\_

(c) Will the microbrewery at this location have produced at least 50 barrels (1,550 gallons) but less than 50,000 barrels (1, 550,000 gallons) by the end of the current license term as required by law?  YES  NO

(i) **If NO to (c),** attach a written explanation.

**11. LIMITED RETAIL (CLUB) LIQUOR LICENSE: FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)**

(a) Has the fraternal organization been actively operating in at least thirty-six (36) states?  YES  NO

(b) Has the fraternal organization been actively in existence for at least twenty (20) years?  YES  NO

**12. LIMITED RETAIL (CLUB) LIQUOR LICENSE: VETERANS CLUBS W.S. 12-1-101(a)(iii)(A)**

(a) Does the Veteran's organization hold a charter by the Congress of the United States?  YES  NO

(b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary?  YES  NO

**13. LIMITED RETAIL (CLUB) LIQUOR LICENSE: GOLF CLUBS W.S. 12-1-101(a)(iii)(D) / W.S. 12-4-301(e)**

(a) Does the golf club have more than fifty (50) bona fide members?  YES  NO

(b) Does the Applicant, maintain, or operate a bona fide golf course together with a clubhouse?  YES  NO

(c) **Is the Applicant a Political Subdivision** of the state that owns, maintains, or operates this golf course?  YES  NO

(i) Will food and beverage services be contracted or subcontracted? W.S. 12-4-301(e)  YES  NO

(ii) **If YES,** is a copy of the food and beverage contract or lease attached?  YES  NO

(iii) **RENEWAL ONLY:** The contract or subcontract is current and on file with the Licensing Authority.  YES  NO

(iv) **If NO to (c) (iii),** attach a copy of the current contract or subcontract.

**14. LIMITED RETAIL (CLUB) LIQUOR LICENSE: SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E) / W.S. 12-4-301(b)**

(a) Does the club have more than one hundred (100) bona fide members who are residents of the county in which the club is located?  YES  NO

(b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state?  YES  NO

(c) Is the club qualified as a tax-exempt organization under the Internal Revenue Service?  YES  NO

(d) Has the club been in continuous operation for a period of not less than one (1) year?  YES  NO

(e) Has the club received twenty-five dollars (\$25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues?  YES  NO

(f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club?  YES  NO

(g) Is a true copy of the club bylaws attached to this application?  YES  NO

(h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition(s) Attached)  YES  NO

(i) If YES to (h), attach a copy of the Petition(s).

**15. For Applicants Filing As: Individual, General Partnership, Political Subdivision, Organization or Other: W.S. 12-4-102(a)(ii) & (iii)**

Each individual, partner or officer (as applicable) listed below must complete all of the information below.

(If more information is required, list on a separate piece of paper and attach to this application.)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <b>DO NOT LIST PO BOXES</b>	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been convicted within the previous 10 years of:	
					Any Felony under Wyoming law?	Any Violation under Wyoming law relating to the sale or manufacture of Alcoholic Liquor or Malt Beverages?
				YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>
				NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>
				YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>
				NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>
				YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>
				NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>

**16. For Applicants Filing As: Corporation (INC), Limited Company (LC), Limited Liability Company (LLC), Limited Liability Partnership (LLLP) or Limited Partnership (LP): W.S. 12-4-102(a)(iv) & (v)**

(a) Is the Applicant Registered and Active with the Wyoming Secretary of State as required per  YES  NO  NOT APPLICABLE W.S. 12-4-103(a)(x) or as otherwise required by Wyoming state laws?

**List below:** Each Officer, Director, stockholder, legal entity or member holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock or ownership of the corporation, limited liability company, limited liability partnership, or limited partnership.

Each Officer, Director or LLC member listed below must complete all of the information below.

(If more information is required, list on a separate piece of paper and attach to this application.)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <b>DO NOT LIST PO BOXES</b>	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock or Ownership Held	Have you been convicted within the previous 10 years of:	
						Any Felony under Wyoming law?	Any Violation under Wyoming law relating to the sale or manufacture of Alcoholic Liquor or Malt Beverages?
						YES <input type="checkbox"/>	YES <input type="checkbox"/>
						NO <input type="checkbox"/>	NO <input type="checkbox"/>
						YES <input type="checkbox"/>	YES <input type="checkbox"/>
						NO <input type="checkbox"/>	NO <input type="checkbox"/>
						YES <input type="checkbox"/>	YES <input type="checkbox"/>
						NO <input type="checkbox"/>	NO <input type="checkbox"/>

**REQUIRED ATTACHMENTS:****FILING FOR: NEW, OR ANY TYPE OF TRANSFER**

- A statement indicating the financial condition and financial stability of the Applicant. W.S. 12-4-102(a)(vi).
- If Filing For a Transfer of Ownership: Attach a form of assignment from the current licensee assigning the current license or permit to the new Applicant. W.S. 12-4-601(b).
- A copy of any lease agreement(s). W.S. 12-4-103(a)(iii)
- Bar & Grill and Restaurant liquor license Applicants: Attach a copy of the current Food Service Permit or the approved permit application for the Applicant and for the licensed building location. 12-4-413(a) / W.S. 12-4-407(a)
- If food and beverage services will be contracted or subcontracted attach a copy of the contract or lease agreement. W.S. 12-4-201(m) / W.S. 12-4-301(e) / W.S. 12-4-403(b)
- If filing for a Limited Retail Liquor License, operating as a Golf Club or Social Club, attach a copy of the club's bylaws including membership criteria. W.S. 12-4-301(c)
- If filing for a Microbrewery Permit or Winery Permit: Attach a copy of the approved Federal TTB Permit.
- If a current licensee is filing for a new, different license or permit: Attach a statement indicating the status of the current license or permit if the new license or permit is approved.

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**FILING FOR: RENEWAL**

- A copy of any new or updated lease agreement(s) if not currently on file with the Licensing Authority. W.S. 12-4-103(a)(iii)
- Bar & Grill and Restaurant liquor license Applicants: Attach a copy of the current Food Service Permit or the approved permit application for the Applicant and for the licensed building location. 12-4-413(a) / W.S. 12-4-407(a)
- If food and beverage services will be contracted or subcontracted attach a copy of the contract or lease agreement if the agreement on file with the Licensing Authority is not current. W.S. 12-4-201(m) / W.S. 12-4-301(e) / W.S. 12-4-403(b)

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**OATH OR VERIFICATION W.S. 12-4-102(b)****Requires signatures by:**

**ALL Individuals, ALL Partners, ONE (1) LLC Member, or TWO (2) Corporate Officers or Directors except that if all the stock of the corporation is owned by ONE (1) individual then that individual may sign and verify the application upon his oath, or ONE (1) Officer or Director, or Member of an Organization or Association.**

**Any individual who signs the application must also be listed on Question 15 or Question 16 as applicable or additional documentation must be provided confirming legal authority to sign the application on behalf of the Applicant.**

*Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.*

**STATE OF WYOMING** \_\_\_\_\_ )  
**COUNTY OF** \_\_\_\_\_ ) **SS.**

Signed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ that the facts alleged in the foregoing instrument are true by the following:

1) _____	(Signature)	(Printed Name)	Title
2) _____	(Signature)	(Printed Name)	Title
3) _____	(Signature)	(Printed Name)	Title
4) _____	(Signature)	(Printed Name)	Title
5) _____	(Signature)	(Printed Name)	Title

Witness my hand and official seal:

\_\_\_\_\_  
 Signature of Notary Public

(SEAL)

My commission expires: \_\_\_\_\_



Liquor License Application  
Type: \_\_\_\_\_

## Plan of Operations

Applicant: \_\_\_\_\_

DBA: \_\_\_\_\_

Describe how the premises will be operated? *include nature of business (restaurant, bar, package store), any regular events or special events*

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What type of alcoholic beverages will be available to customers?

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Describe the process that a customer will follow to order alcohol or malt beverages, and how an employee will prepare and deliver an alcoholic beverage to the customer.

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What is the official building capacity? \_\_\_\_\_

Do you plan to serve alcohol outside on a deck or patio? \_\_\_\_\_

If so, include a sketch or site plan showing the outside area.

If so, describe the outside area, including egress: \_\_\_\_\_

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What is your plan to keep customers from leaving with open alcohol containers?

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Provide the names of up to three (3) people who should receive communication from the Town and Police Department related to liquor operations:

Name

Position/Title

Email

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWN OF JACKSON**  
**Office of Town Clerk**  
P.O. Box 1687 / 150 East Pearl Avenue  
Jackson, Wyoming 83001  
(307) 733-3932 ext 1113

## Liquor License Application

## **AFFIDAVIT of AUTHORIZATION**

The undersigned hereby states he/she is authorized to sign the attached Liquor License and/or Permit Application form as issued by the Wyoming Liquor Division for use by the Town of Jackson, and authorizes the Town of Jackson, its agents, and employees to seek information as set forth in Municipal Code Section 6.20 and conduct investigations into the truth of the statements set forth in the application. The undersigned hereby agrees to comply fully with the rules and regulations of the Town of Jackson governing the liquor license/permit. The undersigned hereby attests that the facts and documents contained within the Liquor License or Permit Application packet are true and correct.

Individual, Partnership, and Club Applicants must list every individual, partner, and officer under Question #2 of the application.

Corporation, LLC, LLP, and LP Applicants must list every stockholder of 10+, every officer, and every director under Question #3 of the application.

## **AFFIDAVIT of UNDERSTANDING**

The undersigned hereby states that he/she understands that the submittal, review, approval, issuance, and/or received payment of the attached Liquor License and/or Permit Application form as issued by the Wyoming Liquor Division for use by the Town of Jackson does not imply that any other reviews, authorizations, permits, and approvals have been made by any Town/County departments or elected bodies. Additional review, authorization, permit, and approval may be required at any time from additional Town/County departments, which may include the time period after approval but before issuance of the Liquor License / Permit. It is the duty of the applicant to seek all required reviews, authorizations, permits, and approvals from Town or County departments.

***PLEASE PRINT:***

Legal Name: First Name \_\_\_\_\_ Full Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Applicant Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

Notary Public or officer authorized to administer oaths

## Alcohol Server Training is required within the Town of Jackson.

JMC 6.40.055 [B.] The alcohol server education course must be one of the courses approved by the Wyoming Liquor Division or Jackson Police Department. The Alcohol Server Training Certification shall be valid for three (3) years and recertification must occur prior to expiration. Each Alcohol Server Staff's certificate must be on file with their employer. [C.] Every Licensee shall maintain a training record for their Alcohol Server Staff. The record shall include their date of hire and proof of current Alcohol Server Training Certification as required by this Section.

Review JMC 6.40.055 for the entire code.

Visit <http://eliquor.wyoming.gov>

to see a list of approved courses, listed under Related Sites.

For additional information, please contact the Jackson Police Department at 307-733-1430.

*Help your staff ...*

*Learn the effects of alcohol and behavioral cues*

*Increase customer service skills*

*Gain confidence*

### Approved Alcohol Server Education Courses

TiPS

State Food Safety

Professional Server Certification Corp

ServSafe

SureSellNow

Learn 2 Serve Alcohol Training Program

Skillsoft

LIQUORexam

@Home Prep Wyoming Alcohol Server Training

Techniques of Alcohol Management (TAM)

eTiPS Course Casper College



## Alcohol Server Training Record

Business Name: \_\_\_\_\_

JMC 6.40.055. All persons who sell, serve, or manage alcoholic and malt beverages shall complete alcohol server education course as approved by the Wyoming Liquor Division or Jackson Police Department within 45 days of their start of employment and shall renew certification every three years, or before expiration. Training Records shall be available for review during business hours, or by appointment.

Employee Name (Last, First)		ID or Date of Birth	Date of Hire	Name of Training Program	Date of Training	Certificate Expiration Date
1						
2						
3						
4						
5						
6						
7						