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INTERNAL SERVICES SPECIALIST

LYNSEY LENAMOND

307-733-3932 x 1116

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

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 1st and ends on March 31st.

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

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)_____.

Note: The lease **MUST** contain a provision specifically allowing the **SALE OF ALCOHOLIC or MALT BEVERAGES**.

- (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 there within.

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 there within.

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?

☐ YES ☐ NO

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.
- (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.
- (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 DO NOT LIST PO BOXES	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"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <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 W.S. 12-4-103(a)(x) or as otherwise required by Wyoming state laws?

☐ YES☐ NO☐ NOT APPLICABLE

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 DO NOT LIST PO BOXES	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"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <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.

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)

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:_____



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*

What type of alcoholic beverages will be available to customers?

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.

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: _____

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

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: _____

P.O. Box 1687 / 150 East Pearl Avenue
Jackson, Wyoming 83001
(307) 733-3932 ext 1113

Rev 10/2020

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						