



24 HOUR MALT BEVERAGE/CATERING PERMIT APPLICATION PROCESS

*APPLICATIONS AND SUPPORTING DOCUMENTS MUST BE TURNED IN TO THE CITY
CLERK'S OFFICE AT LEAST 30 DAYS IN ADVANCE OF THE EVENT*

1. Complete the 24 Hour Malt Beverage/Catering Permit Application and return to the City Clerk's office with the appropriate fee and a letter from the security company stating they are providing security for your event.

If your event is going to be held in a city facility, a Certificate of Liquor Liability Insurance in the amount of \$1,000,000 naming the city as an additional insured, is also required at the time of application.

2. Upon receipt of the above, the documents will be sent to the Chief of Police for review. If approved, the application will be placed on the appropriate Council agenda for approval/denial by the Mayor and Council.
3. If the application is approved by the Governing Body, the permit will be issued and will be available for pickup (or mailing) within two business days.



APPLICATION FOR 24 HR MALT BEVERAGE OR LIQUOR CATERING PERMIT

Permit Time: _____

Name of Event: _____

Permit Date(s): ____/____/____ to ____/____/____ Times of Event: _____ to _____

No. of Days Permitted: _____ Fee per day: \$50.00 Total Fee: _____

Applicant: _____ D/B/A: _____

Contact Person: _____ Phone: (____) ____-____

Company Location: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Business Phone: (____) ____-____ Email address: _____

Location of Event/Sales: _____

**Applicants that are receiving anything of value (i.e. money, goods and/or services)
From any industry representative must answer the following:**

As an applicant for a 24 hour malt beverage or catering permit, you are:

A nonprofit corporation organized under the laws of this state; YES NO

Qualified as a tax exempt organization under the Internal Revenue Code: YES NO

And have been in continuous operation for not less than two (2) years. YES NO

FILING AS: Individual Partnership Corporation LLC LLP

NOTE: Individual and Partnership filers must be domiciled residents of Wyoming for at least one year and not claimed residence in any other state in the last twelve months.

If a corporation, LLC, or LLP list the full names and residence address of all the officers and directors and of all shareholders owning jointly or severally ten percent (10%) or more of the stock of the corporation, LLC, or LLP. Use back of form if additional space is needed.

***IF A LIQUOR LICENSE HOLDER IN THE CITY OF ROCK SPRINGS, COMPLETION OF THE FOLLOWING INFORMATION IS NOT REQUIRED.**

For Corp, LLC, LLP Applicants Legal Name	Date of Birth	DO NOT LIST PO BOXES Residence Address St., City, State, Zip	Residence Phone Number	No. of yrs. in Corp. or LLC	% of Stock Held	Have you been convicted of a Felony Violation - YES or NO	Have you been convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages? YES or NO
						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"/>

By filing this application, I agree to operate in Wyoming under the requirements of W.S.12-4-502 and all other applicable Wyoming laws and rules, and to file required sales tax reporting documents and taxes.

By signing this application, I acknowledge for _____ (Business Name) that all of the information provided is true and correct, and that I agree to meet the Wyoming operating conditions specified above. This application must be signed by an owner, partner, corporate officer, or LLC/LLP member.

VERIFICATION OF APPLICATION

(Requires signatures by ALL individuals, ALL Partners, ONW (1) LLC Member, TWO (2) Corporate Officers/Directors, or TWO (2) Club Officers. W.S.12-4-102(b))

Dated this _____ day of _____, _____.

Applicant Signature

Applicant Signature

A Temporary Food Permit may be required for your event, by the Department of Agriculture. Please contact the Sweetwater County Health Officer at 333 Broadway, Suite 10, Rock Springs, or call (307) 352-6709 for further information.

Signature of Licensing Authority Official

Date

Law Enforcement Review Signature

Date

Comments: _____

Malt Beverage/Liquor Catering Permits for events at City facilities are reviewed by the Mayor and may require evidence of security for the event and liquor liability insurance in the amount of \$1,000,000.00 with the City of Rock Springs named as an additional insured.

Security Required? Yes No

Liquor Liability Insurance Required? Yes No