

Application Overview

May 28, 2021 (start date)	7d 13h (time elapsed)	N/A (allowed time)	N/A (time remaining)
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OVERVIEW Alcohol Catering Permit
View # 4529 ID # CATR8380574

Pre - Warning Over - Warning Based on Work Days

Client		Permit		Fees	
name	Justin Taylor	start date	Jun 24, 2021	<input checked="" type="checkbox"/> Alcohol Permit Fee (Catering)	\$ 50.00
business name	Cavalryman Steakhouse	end date		<input checked="" type="checkbox"/> total fees	\$ 50.00
physical address	4425 S 3rd St Laramie, WY 82070	<input checked="" type="checkbox"/> Expires: 1 Day After Start Date		Credit Card on 06/02/21	(\$ 50.00)
mailing address	4425 S 3rd St Laramie, WY 82070	<input checked="" type="checkbox"/> Renewal: None		<input checked="" type="checkbox"/> amount due	\$ 0.00
phone	(307) 745-5551	Permit- 14 Day Requirement	Yes		
mobile		Permit- Explanation for Late Submittal			
email		Event - Name	Member Party		
Applicant - Organization	Cavalryman II	Event - Description	A yearly event for members to mingle and eat and drink		
Applicant - Work Phone	3077455551	Event - Location	Alice Hardie Stevens Center 603 E University Ave. Laramie, WY 82070		
		Event - Start Date	6/24/2021		
		Event - End Date	6/24/2021		
		Event - Start Time	4:00 pm		
		Event - End Time	11:00 pm		
		Event - Set-up Date	6/24/2021		
		Event - Set-up Time	12:00pm		
		Event - Attendees	150		
		Event - Vehicles	20		
		Event - Supervision	Yes		
		Event - Supervisor Name	Sean Seaton		
		Event - Noise Permit	No		
		Event - Sound Equipment	n/a		
		Event - Vendors Present	Yes		
		Event - Police Department	No		
		Event - Police Department Details	n/a		
		Food - Service	Yes		
		Tent/Inflatable - Structures	No		
		Event - Tent/Inflatable Dimensions	n/a		
		Clean-Up - Person Responsible	Cavalryman Steakhouse		
		Clean-Up - Person Responsible Address			
		Clean-Up - Person Responsible Home Phone			
		Clean-Up - Person Responsible Work Phone	3077455551		
		Clean-Up - Person Responsible Cell Phone			

Clean-Up - Person Responsible Email	
Clean-Up - Date	6/24/2021
Clean-Up - Time	11:00pm
Alcohol - Serve/Sell Date	6/24/21
Alcohol - Serve/Sell Time	4pm - 11pm
Alcohol - Permisslon	Yes
Alcohol - Attendees	Invited Guests
Alcohol - Publication	email Invites
Alcohol - Beverage Types	Beer/Malt Beverages / Liquor/Wine
Alcohol - Minors	No
Alcohol - Minors Prevention	Tips Certified personnel carding guests and bartending event, as well as signs stating 21 and over only in this area
Alcohol - TIPS Servers	Yes
Alcohol - Designated Areas	signs stating 21 and over only in this area, no beverages beyond this point
Alcohol - ID Check Supervisors	Sean Seaton
Alcohol - Fees/Charges/Donations	n/a
Alcohol - Location For Permit	Yes
Event - Additional Information	
Permit Issued - Noise	No

Items Needed

Letter of Permission from Property Owner

▶ Item Missing

Proof of Identity

▶ JT DL 2020.jpg

Certificate of Liability Insurance

▶ Certificate Liability Insurance 2021.pdf

Map- Serving and Consumption Areas

▶ AHSC Bar Map.jpg

Other Documents

▶ Item Missing

1	Check Application 06/24/21 (Started) 05/28/21 (Completed)	(edit)	-26d 14h
Status History			
status	date	user	
Ready	06/24/21 12:00 AM	Step Started	
Approved	05/28/21 09:45 AM	Ryan Shoefelt	
There are no notes for this step.			

2	Payment Due 05/28/21 (Started) 06/02/21 (Completed)	(edit)	3d 8h
Status History			
status	date	user	
Ready	05/28/21 09:45 AM	Step Started	
Paid	06/02/21 06:19 PM		
There are no notes for this step.			

3	Review - City Clerk 06/24/21 (Started) On Hold	(edit)	-15d 8h
Status History			
status	date	user	
Ready	06/24/21 12:00 AM	Step Started	
On Hold	06/03/21 10:15 AM	Nancy Bartholomew	
Approved	06/03/21 12:45 PM	Nancy Bartholomew	
On Hold	06/03/21 12:45 PM	Nancy Bartholomew	
Notes (add note)			
Letter of permission from property		Jun 2, 2021	
<p>Good afternoon, I have a letter of permission from the property manager, how do I add it to this application?</p>			
Documents			
Letter of permission			
Requirements		Nancy Bartholomew on Jun 3, 2021	
Placed on the City Council and County Commissioners agenda for June 16, 2021.			

4	Review - Fire 06/24/21 (Started) 06/03/21 (Completed)	(view)	-20d 9h
Status History			
status	date	user	
Ready	06/24/21 12:00 AM	Step Started	
Approved	06/03/21 02:30 PM	Dennis Johnson	
There are no notes for this step.			

5 **Review - Police** (view) -20d 9h
 ▶ 06/24/21 (Started) ▶ 06/03/21 (Completed)

Status History

status	date	user
Ready	06/24/21 12:00 AM	Step Started
Ready	06/03/21 02:15 PM	Gwen Smith
Approved	06/03/21 02:30 PM	Gwen Smith

▶ **Police Requirements** Auto-added on Jun 3, 2021

- Check identification. The use of identification wrist bands will be appropriate in some situations.
- Restrict alcohol sales and consumption to a designated location.
- Limit number of servings per person per purchase to: 2
- Use distinguishable cups of no more than 12 oz. No bottles.
- No sales or deliveries to obviously intoxicated individuals.
- Offer non-alcoholic drinks as prominently as alcoholic drinks.
- Require alcohol awareness training for all alcohol servers.
- Restrict age of servers, (21 as per state law)
- Manager on duty at all times.
- Employees and security shall not drink on the job.
- Mandatory staff meeting to explain policies and procedures, (these requirements)
- Warning signs discouraging underage drinking and drinking and driving must be displayed within the designated area.
- Permit area to be posted, example "Open Container area" "No Alcohol beyond this point"
- Final permit as well as these requirements must be prominently posted in permit area.

Last updated on Jun 3, 2021 by Gwen Smith

6 **Review - Risk Management** (view) -19d 6h
 ▶ 06/24/21 (Started) ▶ 06/04/21 (Completed)

Status History

status	date	user
Ready	06/24/21 12:00 AM	Step Started
Approved	06/04/21 05:30 PM	Kristl Andrews

There are no notes for this step.

7 **Review - City Manager** (view)
 ▶ Not Ready

Status History

There is no history for this step.

Notes (add note)

There are no notes for this step.

8 **Issue Permit** (view)
 ▶ Not Ready

Status History

There is no history for this step.

There are no notes for this step.

Application Notes
There are no Application notes.