



PERMIT SNAPSHOT REPORT CATR-26-03-06-0221 FOR CITY OF LARAMIE

Permit Type: Alcohol Catering Permits	Project:	App Date: 03/06/2026
Work Class: Alcohol Catering Public Property	District: Limited Manufacturing	Exp Date: NOT AVAILABLE
Status: In Review	Square Feet: 0.00	Completed: NOT COMPLETED
Valuation: \$0.00	Assigned To: Shoefelt, Ryan	Approval Expire Date:
Description: Ducks Unlimited Banquet		

Parcel: 16733430040000	Main	Address: 222 S 22Nd St Laramie, WY 82072	Main	Zone: B1(Limited Business District) B2(Business District) R3(Multi-Family District)
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Business/Organization	Owner	Applicant	
DeLancey Enterprises LLC	DeLancey Enterprises LLC	DeLancey Enterprises LLC	
Cindy DeLancey	Cindy DeLancey	Cindy DeLancey	
1806 Torrington Rd	1806 Torrington Rd	1806 Torrington Rd	
Cheyenne, WY 82009	Cheyenne, WY 82009	Cheyenne, WY 82009	
Business: [REDACTED]	Business: [REDACTED]	Business: [REDACTED]	

Permit Custom Fields		Event Name	Event Description
Late Submission Reason		Ducks Unlimited Laramie Chapter	Fundraiser
Event and Bar Location	UW Gateway Center Concourse	Start and End Date/Time for Each Day of the Event	3/28/2026 start 4:30 - 11:00 pm
Number of Days	1	List the dates/times of alcohol service.	3/28/2026 4:30 - 11:00 pm
# of Attendees	300	# of Estimated Vehicles	100
Do you need a noise permit?	No	Event Sound Equipment	N/A
Is the Police Department needed at the event?	No	If yes, please describe.	
Will you have tents or inflatables?	No	Tent or Inflatable Dimensions	
Who will be attending this event?	Invited Guests	How did you publicize this event?	Invitation , Other
Describe preventing minors from consuming alcohol.	Handstamps or wristbands for 21+, Minors will not be permitted within service area. , Signs posted stated "No Service to Minors", TiPS trained servers will check ids	Do you have TiPS trained servers?	Yes
Consumption Area Answer	Signs stating "No Alcohol Beyond This Point" , Staff supervising and informing guests	If other, please describe.	UW Staff also helps with monitoring
Date/Setup Time for Each Day of the Event	noon 3/28/2026		

Attachment File Name	Added On	Added By	Attachment Group	Notes
Signature_Cindy_DeLancey_3/7/2026.pg	03/06/2026 17:12	DeLancey, Cindy		Uploaded via CSS

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CD License_v1 (1).tiff	03/09/2026	9:10	Shoefelt, Ryan
2026 from Dcks. Ult. 2026_v1.pdf	03/09/2026	9:11	DeLancey, Cindy Available Online
Letter of Permission from Owner of Property-3.28.26 Ducks Unlimited Banquet - Prelim(1)_v1.pdf	03/09/2026	9:11	DeLancey, Cindy Available Online
Permission Letter Laramie City Clerk - Retail Liquor License - UW Gateway Center Ducks Unlimited Banquet.pdf	03/09/2026	9:14	Shoefelt, Ryan

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00006903	CC - Alcohol Catering Permit	\$150.00	\$150.00
Total for Invoice INV-00006903		\$150.00	\$150.00
Grand Total for Permit		\$150.00	\$150.00

Condition	Description	Date Created	Satisfied
Alcohol - Alcohol Vendor Requirements	<ul style="list-style-type: none"> - Check identification. - Restrict alcohol sales and consumption to a designated location. - Limit number of servings per person per purchase to: Two (2) - 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. - Advise University of Wyoming Police Department of event. 	03/09/2026	No

Submittal Name	Status	Received Date	Due Date	Complete Date	Resubmit	Completed
Alcohol Permit Review v.1	In Review	03/09/2026	03/16/2026		No	No

Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
City Clerk	City Clerk		Approved	03/09/2026	03/16/2026	03/09/2026

Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
Fire Prevention	Fire		In Review	03/09/2026	03/16/2026	

Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
Police	Police		Approved with Conditions	03/09/2026	03/16/2026	03/09/2026

Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
Risk Management	Risk Management	Russell , Patti	In Review	03/09/2026	03/30/2026	

Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
City Managers Office	City Managers Office		In Review			

Workflow Step / Action Name	Action Type	Start Date	End Date
Application Completeness Check v.1		03/09/2026	9:21 03/09/2026 9:21
Confirm application complete v.1	Generic Action		03/09/2026 9:21
Invoice Fees v.1		03/09/2026	9:21 03/09/2026 13:29
Issue Invoice v.1	Generic Action		03/09/2026 9:21

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Verify Fees Paid v.1	Generic Action	03/09/2026 13:29
Review v.1		03/09/2026 0:00
Alcohol Permit Review v.1	Receive Submittal	03/09/2026 0:00
Issue Permit v.1		
Generic Action	Generic Action	