



**City of Laramie
City Clerk's Office
P.O. Box C
Laramie, WY 82073**

(307) 721-5220
fax (307) 721-5211

ALCOHOL PERMIT REFUND POLICY

Refunds may only be issued for permits that have not been issued per WY § 12-4-105 and LMC 5.09.140.

WY § 12-4-105. Disposition of license fees; refunds prohibited. All fees for licenses and permits issued by a licensing authority paid under this title shall be deposited into the treasury of the licensing authority.

No refund of all or any part of a license fee shall be made at any time following issuance.

Alcohol Catering and Malt Beverage permits received before the 14-day required period.

- If a complete application is denied during processing by the City Manager or designee a \$25 Administrative Fee per permit will not be refunded. The remaining balance may be issued by check.
- If the event has been cancelled during the processing of the application (before permit has been issued) the permit can be transferred one time to a new date for the same event and location upon re-approval of approving departments or refund check issued minus a \$25 Administrative Non-Refundable Fee per permit.
- If the event has been cancelled after the permit has been issued, then the applicant must notify the City Clerk's office and provide written notification 48-hours before the event start date to receive a transfer. The permit can be transferred one time to a new date for the same event and location upon re-approval of approving departments. (No refund available due to WY §12-4-105 and LMC 5.09.140.)

Alcohol Catering and Malt Beverage permits received after the 14-day required period.

- **No Late Fees will be refunded.**
- If a complete application is denied during processing by the City Manager or designee a \$25 Administrative Fee per permit will not be refunded. The remaining balance may be issued by check.
- If the event has been cancelled during the processing of the application (before permit has been issued) the permit can be transferred one time to a new date for the same event and location upon re-approval of approving departments or refund check issued minus a \$25 Administrative Non-Refundable Fee per permit.
- If the event has been cancelled after the permit has been issued, then the applicant must notify the City Clerk's office and provide written notification 48-hours before the event start date to receive a transfer. The permit can be transferred one time to a

new date for the same event and location upon re-approval of approving departments. (No refund available due to WY § 12-4-105 and LMC 5.09.140.)

Open Container Permits are not eligible for refunds due to the \$25 permit fee and the \$25 Administrative Fee washing out each other.

- If the event has been cancelled during the processing of the application (before permit has been issued) the permit can be transferred one time to a new date for the same event and location upon re-approval of approving departments.
- If the event has been cancelled after the permit has been issued, then the applicant must notify the City Clerk's office and provide written notification 48-hours before the event start date to receive a transfer. The permit can be transferred one time to a new date for the same event and location upon re-approval of approving departments. (No refund available due to WY §12-4-105 and LMC 5.09.140.)

The City Manager or designee reserve the right to approve or deny any refund request at their discretion.

Approved by:

Janine Jordan, City Manager

Date: _____

The City Clerk's office must complete the Alcohol Permit Refund Voucher and turn it in to Administrative Services for "End of Week" processing.