



Alcohol Catering Permits

(Available to Retail or Resort License Holders)

Must meet all the requirements listed in Laramie Municipal Code and Wyoming State Statutes for Retail Liquor Licenses.

Laramie Municipal Code references to liquor laws are located in LMC 5.09. and LMC 12.60
https://library.municode.com/wy/laramie/codes/code_of_ordinances?nodeId=TIT5BUTALIRE_CH5.09ALBE

https://library.municode.com/wy/laramie/codes/code_of_ordinances?nodeId=TIT12STSIPUPL_DIVVSPEV_CH12.60SPEV

Wyoming State Statute references to liquor laws are located in part in Title 12.

<https://wyoleg.gov/statutes/compress/title12.pdf>

Requirements:

LMC 12.60.050.D. A person or organization seeking to sell alcoholic beverages at a special event shall file an application for a malt beverage permit or catering permit for special events with the city manager or designee on forms provided by the city manager or designee.

LMC 5.09.605.A. The city manager or designee may issue a catering permit for special events authorizing the sale of alcoholic and malt beverages to any person holding a retail or resort retail liquor license authorizing the off-premises sale of both alcoholic and malt beverages, for sale at events not capable of being held within the licensee's licensed premises. No licensee holding a catering permit for special events shall sell or permit consumption of any alcoholic or malt beverage off the premises described in the catering permit for special events. Catering permits under this subsection shall not be used to operate a continuing business pursuant to W.S. Section 12-4-502 (b).

LMC 12.60.050.E. An application for a special event permit in or upon a street, alley, sidewalk, public building or public park and/or a catering or malt beverage permit for special events, or an open container permit shall be filed with the city manager not less than fourteen days before the date on which special event is to be held.

Special event permits do not require an application fee. Open container, malt beverage, and catering permits have application fees set by Council resolution, and those fees must be paid at the time of applying for those permits. Incomplete or late applications (submitted less than 14 days before the event) are subject to a \$50 late fee.

No refunds for issued permits. See Refund Policy for additional information.

Catering permits allow for the sale/service for on-premises consumption at the temporary event included in the permit.

Alcohol Catering permits may be applied for to serve alcoholic beverages at a temporary event off-site. Serving off-premise without a permit is punishable under the Point System LMC 5.09.800.A.7.

Application Process:

- Upon receiving a completed application and all accompanying documents the City Clerk will notify all the approving departments for review of the application.
- Must complete an approved application for liquor license accompanied by all required documents. New licenses must provide:
 - o Application www.cityoflaramie.org/specialevents
 - o Proof of Identity
 - o Map of Serving and Consumption Area
 - o Certificate of Liability Insurance if serving/selling in or on public property (Listing the City of Laramie as additionally insurance including Liquor Liability.)
 - o If the event is in or on public property a Special Event Permit may need to be completed for the following: noise permit, street closure, no parks, 5Ks, and parades)

Point System for alcoholic beverage license violations and suspensions:

Laramie Municipal Code 5.09.800 contains the information for the point system.

https://library.municode.com/wy/laramie/codes/code_of_ordinances?nodeId=TIT5BUTALIRE_CH_5.09ALBE_5.09.800POSYALBELIVISU

Issuing and Posting of License:

The permit will be emailed to the email address provided within the application. Please print this permit and have it posted in a conspicuous location at the event per LMC 5.09.405.

Questions or additional information available:

City Clerk's Office Phone: 307-721-5220

Email: clerk@cityoflaramie.org or nancyb@cityoflaramie.org