

24-Hour Alcoholic Beverage Permit Application Packet

Instructions:

- 1) Complete each section of the application to apply for any of the 4 types of a 24-hour, temporary alcoholic beverage permit. Incomplete applications will delay review.
- 2) Allow the appropriate number of days to process the application as listed beside each permit type.
- 3) All permits except the Catering Permit require Town Council approval and will be placed on the next available agenda.
- 4) All permits require proof of T.I.P.S. Certification.
- 5) Catering Permits may be issued by the Town Clerk upon successful review.
- 6) Catering Permits require an authorized signature from a retail or resort liquor license holder. Please note that not all licensees may agree to use their liquor license for a catering permit.
- 7) Submit the completed application by fax, email, or in person.
- 8) Pick up your permit certificate when you are notified it is ready and display it during your event.

Email: lynseylenamond@jacksonwy.gov
Drop off: 150 E. Pearl Avenue
Fax: (307) 739-0919



24-HOUR ALCOHOLIC BEVERAGE PERMIT APPLICATION

Fee \$ _____
Date Pd: _____

APPLICANT.	
Applicant Name: <i>This should be the name of the Retail or Resort Liquor License holder</i>	Phone: _____

EVENT INFORMATION. Complete the following information about the event.			
Name of Event:		Purpose:	
Held at:	<i>business name</i>	List the Date(s) and Hours that Alcohol will be Available:	
Address:	<i>location to be permitted</i>		
Anticipated number of attendees at any given time:			

SELECT THE TYPE OF 24-HOUR PERMIT. Refer to Application Packet for details about each permit type.	
<input type="checkbox"/> CATERING PERMIT - allow 3 days for processing \$50.00 per day	This permit must be agreed to and authorized by a current retail or resort liquor license holder. The signature below must be from an authorized manager or owner. Name of Retail or Resort Liquor License Holder: _____ Authorized Signature: _____ Print Name: _____
<input type="checkbox"/> MALT BEVERAGE PERMIT - allow 21 days for processing \$50.00 per day For the sale or serving of only malt beverages.	Malt beverage product must be sourced legally from a licensed, Wyoming malt beverage wholesaler, not a retailer. The exceptions to this are for microbrewery and retail licensee applicants who would have sourced the alcohol from their own stock, as allowed by law and legally sourced otherwise. Authorized Signature: _____ Print Name: _____
<input type="checkbox"/> MALT BEVERAGE PERMIT FOR A MICROBREWERY - allow 21 days for processing \$50.00 per day For the sale or serving of only the microbrewery's own brewed malt beverage product away from their licensed premises.	<div style="text-align: right;">Permitted Microbrewery Only</div> Authorized Signature: _____ Print Name: _____
<input type="checkbox"/> MANUFACTURER'S OFF-PREMISES PERMIT - allow 21 days for processing \$50.00 per day For the sale or serving of only the manufacturer's own Wyoming manufactured product away from their licensed premises.	<div style="text-align: right;">Licensed Manufacturer Only</div> Authorized Signature: _____ Print Name: _____

Proof of T.I.P.S. Certification required for all 24-hour permits.

By filing this application, I agree to comply with State and Local Liquor Regulations regarding the sale and service of alcoholic beverages.

Applicant's signature *Date*

Permit Descriptions:

Catering Permit. Wyoming Statute 12-4-502

A catering permit authorizing the sale of alcoholic and malt beverages may be issued to any person holding a retail or resort retail liquor license authorizing the off-premises sale of both alcoholic and malt beverages, for sales at meetings, conventions, private parties and dinners or at other similar gatherings not capable of being held within the licensee's licensed premises.

No licensee holding a catering permit shall sell or permit consumption of any alcoholic or malt beverage off the premises described in the permit.

The permits authorized by this section shall be issued for one (1) twenty-four (24) hour period. No person or organization shall receive more than a total of thirty-six (36) catering permits for sales at the same premises in any one (1) year.

Malt Beverage Permit. Wyoming Statute 12-4-502

A malt beverage permit authorizing the sale of malt beverages only, may be issued by the licensing authority to any responsible person or organization for sales at a picnic, bazaar, fair, rodeo, special holiday or similar public gathering.

No person or organization holding the malt beverage permit shall sell any alcoholic liquor other than malt beverages on the premises described on the permit, nor shall any malt beverage be sold or consumed off the premises authorized by the permit.

The permits authorized by this section shall be issued for one (1) twenty-four (24) hour period. No person or organization shall receive more than a total of twelve (12) malt beverage permits for sales at the same premises in any one (1) year.

Jackson Municipal Code requires applicants for Malt Beverage Permits to have successfully completed an alcohol server education course approved by the Wyoming Liquor Division or the Jackson Police Department. Proof of current Alcohol Server Training Certification is required as part of the malt beverage permit application. (JMC 6.50.020)

Malt Beverage Permit for a Microbrewery. Wyoming Statute 12-4-412

The holder of a microbrewery permit under this section may also hold a malt beverage permit under W.S. 12-4-502 for the purpose of selling its own brewed malt beverages.

Jackson Municipal Code requires applicants for Malt Beverage Permits to have successfully completed an alcohol server education course approved by the Wyoming Liquor Division or the Jackson Police Department. Proof of current Alcohol Server Training Certification is required as part of the malt beverage permit application. (JMC 6.50.020)

Manufacturer's Off-Premises Permit. Wyoming Statute 12-2-203

The local licensing authority may issue to a manufacturer licensee who is a federally licensed distiller or rectifier: A manufacturer's off-premises permit authorizing the permittee to sell product manufactured at the site identified on the manufacturer's license only for sales at meetings, conventions, private parties, dinners, and other similar gatherings to promote their product.

No permittee holding a manufacturer's off-premises permit shall sell or permit consumption of any of their manufactured product off the premises described in the permit.

An off-premises permit shall be issued for one (1) twenty-four (24) hour period. No holder of a manufacturer's license shall receive more than twelve (12) off-premises permits in any one (1) calendar year.