

RENEWAL OF LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY			
Customer #: _____			
Trf from: _____			
Reviewer: _____		Initials _____ Date _____	
Agent:	_____	_____	/ /
Mgr:	_____	_____	/ /

To be completed by City / Town / County Clerk

License Fees

Annual Fee: \$ _____

Prorated Fee: \$ _____

Transfer Fee: \$ _____

Publishing Fee: \$ _____

Publishing Fee Direct Billed to Applicant: ☐

Local License #: _____

Date filed with clerk: _____ / _____ / _____

Advertising Dates: (2 Consecutive Weeks Prior to Hearing) _____ & _____

Public Hearing Date: _____ / _____ / _____

License Term: _____ / _____ / _____ Through _____ / _____ / _____
Month Day Year Month Day Year

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant (Business Name): _____

Doing Business As (DBA) / Trade Name: _____

Building to be licensed / Building Address: _____
(Address Number, and Suite or Unit Number, and Street or Road Name)
City State Zip County

Local Mailing Address: _____
(Address Number or PO Box, and Suite or Unit Number, and Street or Road Name)
City State Zip County

Local Business Telephone Number: _____ Fax Number: _____

Business E-Mail Address: _____

Business Primary Contact: _____
First Name Last Name

FILING IN (CHOOSE ONLY ONE)	FILING AS (CHOOSE ONLY ONE)	
<input type="checkbox"/> CITY / TOWN OF: _____	<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> LP <input type="checkbox"/> LLP <input type="checkbox"/> LLLP
<input type="checkbox"/> COUNTY OF: _____	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> POLITICAL SUDIVISION
	<input type="checkbox"/> CORPORATION (INC)	<input type="checkbox"/> ORGANIZATION
	<input type="checkbox"/> LLC <input type="checkbox"/> LC	<input type="checkbox"/> OTHER _____

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

☐ RETAIL LIQUOR LICENSE

PRIMARY BUSINESS TYPE (CHOOSE ONLY ONE)
☐ ON-PREMISE BAR

☐ OFF-PREMISE PACKAGE STORE

☐ ON & OFF PREMISE BAR & PACKAGE STORE

☐ RESTAURANT LIQUOR LICENSE
☐ BAR AND GRILL LIQUOR LICENSE
☐ RESORT LIQUOR LICENSE

LIMITED RETAIL LIQUOR LICENSE (CLUB)
☐ VETERANS CLUB

☐ FRATERNAL CLUB
☐ GOLF CLUB
☐ SOCIAL CLUB

☐ MICROBREWERY PERMIT
☐ WINERY PERMIT
☐ MANUFACTURER SATELLITE PERMIT
☐ WINERY SATELLITE PERMIT
☐ COUNTY MALT BEVERAGE PERMIT

☐ SPECIAL MALT BEVERAGE PERMIT

SPECIAL STATUTORY DESIGNATIONS (CHOOSE ONLY ONE)

☐ COMMERCIAL AIRPORT (W.S. 12-4-201(d)(iv))

☐ RESORT (W.S. 12-4-401(iv) / 12-5-201(f))

☐ GOLF CLUB (W.S. 12-5-201(f))

☐ GOLF CLUB-POLITICAL SUBDIVISION (W.S. 12-4-301(e) / 12-5-201(f))

☐ GUEST RANCH (W.S. 12-5-201(f))

☐ Other: _____

OPERATIONAL STATUS (To Assist the Liquor Division with scheduling inspections (W.S. 12-1-101(a)(xxi) / 12-2-301(c) / 12-4-103(a)(iv)))

☐ FULL TIME

MONTHS OF OPERATION from _____ to _____ ☐ All Year (Jan-Dec)

☐ SEASONAL

DAYS OF WEEK OF OPERATION: from _____ to _____ ☐ Every Day (Mon-Sun)

☐ NON-OPERATIONAL / PARKED

HOURS OF OPERATION from _____ to _____ ☐ 24 Hours a Day

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 3

1. BUILDING OWNERSHIP: W.S. 12-4-103(a)(iii)

Does the Applicant own or lease the licensed building?

- (a) The Applicant **OWNS** the licensed building.

(b) The Applicant **LEASES** the licensed building.

(c) The Lease is current and on file with the licensing authority and Liquor Division.
- ☐ YES (own)

☐ YES (lease)

☐ YES ☐ NO

If the building is leased and the lease is not current, please submit a copy of the lease and indicate:

- (i) Lease term expiration date; located on page_____paragraph_____.

Note: The lease term **MUST** continue at least through the term of the liquor license or permit

- (ii) **Sales** provision for alcoholic or malt beverages: located, on page_____ paragraph_____.

Note: The lease **MUST** contain a provision for **SALE OF ALCOHOLIC or MALT BEVERAGES.**

2. LIQUOR BUSINESS CONTROL: W.S. 12-4-601(b)

- (a) To operate the liquor business, has the business or license/permit been assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license or permit or the licensed building? ☐ YES ☐ NO
- (b) If the answer was **YES** to 2(a) above, explain fully and submit any documents in connection there within.

3. INTEREST IN LICENSE OR PERMIT: W.S. 12-5-401, 12-5-402, 12-5-403

Does any alcohol manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm:

- (a) Hold any interest in the license/permit applied for?

(b) Furnish by way of loan or any other money or financial assistance for purposes hereof in the business?

(c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs?

(d) If the answer was **YES** to any of the above, explain fully and submit any documents in connection there within.
- ☐ YES ☐ NO

☐ YES ☐ NO

☐ YES ☐ NO

4. RETAIL LIQUOR LICENSE-COUNTY LOCATIONS ONLY: W.S. 12-4-201(f)(ii)

Is the licensed building within five (5) miles of an incorporated town or city? ☐ YES ☐ NO

5. RETAIL LIQUOR LICENSE-COMMERCIAL SERVICE AIRPORTS ONLY: W.S. 12-4-201(m)

- (a) Will food and beverage services be contracted or subcontracted?

1. If **YES** to (a), is a copy of the current food and beverage contract on file with the licensing authority and Liquor Division?

2. If **NO** to (a)(1.), please attach a copy of the current contract.
- ☐ YES ☐ NO

☐ YES ☐ NO

6. RESTAURANT LIQUOR LICENSE ONLY: W.S. 12-4-407(a) / W.S. 12-4-408

- (a) Gross sales figures and percentages of income derived from:

(Line 1) Liquor Sales: \$_____ (_____%)

(Line 2) Food Sales: \$_____ (_____%)

(Line 3) Gross Sales: \$_____ (_____%)

(Line 1 + Line 2 must = Line 3)
- (b) Is a copy of the valid food service permit or the approved permit application attached? ☐ YES ☐ NO

7. BAR AND GRILL LICENSE LIQUOR LICENSE ONLY: W.S. 12-4-413(a) / W.S. 12-4-413(h),(j),(k)

- (a) Gross sales figures and percentages of income derived from:

(Line 1) Liquor Sales: \$_____ (_____%)

(Line 2) Food Sales: \$_____ (_____%)

(Line 3) Entertainment Sales: \$_____ (_____%)

(Line 4) Gross Sales: \$_____ (_____%)

(Line 1 + Line 2 + Line 3 must = Line 4)
- (b) Is a copy of the valid food service permit or the approved permit application attached? ☐ YES ☐ NO

8. MICROBREWERY PERMIT ONLY: PRODUCTION AND WHOLESALE DISTRIBUTION

- (a) Did the microbrewery at this location produce at least 50 barrels (1,550 gallons) but less than 50,000 barrels (1, 550,000 gallons) during the previous license term? (W.S. 12-1-101(a)(xix))

(b) Are microbrewery products from this location being distributed to other alcohol retailers in Wyoming? (W.S. 12-2-201(a))
- ☐ YES ☐ NO

☐ YES ☐ NO
- If **YES**, a wholesale malt beverage license from the Liquor Division will be required.

9. RESORT LIQUOR LICENSE: W.S. 12-4-401 through W.S. 12-4-403(b)

Does the resort complex:

- (a)

Have an actual valuation of at least one million dollars, or have committed or expended at least one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i)

☐ YES☐ NO
- (b)

Include a restaurant and a convention facility; a convention facility that will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii)

☐ YES☐ NO
- (c)

Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii)

☐ YES☐ NO
- (d)

If no on question (c), have a ski resort facility open to the general public in which has been committed or expended not less than 10 million dollars (\$10,000,000.00)? W.S. 12-4-401(b)(iv)

☐ YES☐ NO
- (e)

Will food and beverage services be contracted or subcontracted? W.S. 12-4-403(b)

☐ YES☐ NO
1.

If **YES** to (e), is a copy of the current food and beverage contract on file with the licensing authority and Liquor Division?

☐ YES☐ NO
2.

If **NO** to (e)(1.), please attach a copy of the current contract.

10. LIMITED RETAIL (CLUB) LIQUOR LICENSE: FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

- (a)

Has the fraternal organization been actively operating in at least thirty-six (36) states?

☐ YES☐ NO
- (b)

Has the fraternal organization been actively in existence for at least twenty (20) years?

☐ YES☐ NO

11. LIMITED RETAIL (CLUB) LIQUOR LICENSE: VETERANS CLUBS W.S. 12-1-101(a)(iii)(A)

- (a)

Does the Veteran’s organization hold a charter by the Congress of the United States?

☐ YES☐ NO
- (b)

Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary?

☐ YES☐ NO

12. LIMITED RETAIL (CLUB) LIQUOR LICENSE: GOLF CLUBS W.S. 12-1-101(a)(iii)(D) / W.S. 12-4-301(e)

- (a)

Does the golf club have more than fifty (50) bona fide members?

☐ YES☐ NO
- (b)

Does the Applicant, maintain, or operate a bona fide golf course together with a clubhouse?

☐ YES☐ NO
- (c)

Is the Applicant a Political Subdivision of the state that owns, maintains, or operates this golf course

☐ YES☐ NO
1.

Will food and beverage services be contracted or subcontracted? W.S. 12-4-301(e)

☐ YES☐ NO
2.

If **YES** to (c)(1), is a copy of the current food and beverage contract on file with the licensing authority and Liquor Division?

☐ YES☐ NO
3.

If **NO** to (c)(1.), please attach a copy of the current contract.

13. LIMITED RETAIL (CLUB) LIQUOR LICENSE: SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E) / W.S. 12-4-301(b)

- (a)

Does the club have more than one hundred (100) bona fide members who are residents of the county in which the club is located?

☐ YES☐ NO
- (b)

Is the social club incorporated and operating solely as a nonprofit organization under the laws of this state?

☐ YES☐ NO
- (c)

Is the club qualified as a tax-exempt organization under the Internal Revenue Service?

☐ YES☐ NO
- (d)

Has the club been in continuous operation for a period of not less than one (1) year?

☐ YES☐ NO
- (e)

Has the club received twenty-five dollars (\$25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues?

☐ YES☐ NO
- (f)

Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club?

☐ YES☐ NO
- (g)

Is a true copy of the club bylaws on file with the licensing authority and Liquor Division?

☐ YES☐ NO
1.

If NO to (g), please attach a current copy the club bylaws.
- (h)

Is a detailed statement with itemized expenditures of the club’s activities during the last year attached?

☐ YES☐ NO

14. If the Applicant is Filing As an Individual, Partnership, Political Subdivision, Organization or Other: W.S. 12-4-102(a)(ii) & (iii)

Each individual, partner or club officer must complete all of the information below.
(If more information is required, list on a separate piece of paper and attach to this application.)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been convicted within the previous 10 years of:	
					a Felony Violation Relating to Alcoholic Liquor or Malt Beverages?	any Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

15. If the Applicant is Filing As a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership: W.S. 12-4-102(a)(iv) & (v)

Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock or ownership of the corporation, limited liability company, limited liability partnership, or limited partnership.

Each Officer, Director or LLC member must complete all of the information below.
(If more information is required, list on a separate piece of paper and attach to this application)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock or Ownership Held	Have you been convicted within the previous 10 years of:	
						a Felony Violation Relating to Alcoholic Liquor or Malt Beverages?	any Violation Relating to Alcoholic Liquor or Malt Beverages?
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

REQUIRED ATTACHMENTS:

- ☐ A copy of any lease agreements. W.S. 12-4-103(a)(iii)
- ☐ Bar & Grill and Restaurant liquor license Applicants: attach a copy of the current Food Service Permit or the approved permit application for the Applicant and for the licensed building location. 12-4-413(a) / W.S. 12-4-407(a)
- ☐ If food and beverage services will be contracted or subcontracted attach a copy of the contract or lease agreement W.S. 12-4-201(m) / W.S. 12-4-301(e) / W.S. 12-4-403(b)

OATH OR VERIFICATION

Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers. W.S. 12-4-102(b)

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)
) SS.
COUNTY OF _____)

Signed and sworn to before me on this _____ day of _____, 20____ that the facts alleged in the foregoing instrument are true by the following:

1)

(Signature)

(Printed Name)

Title

2)

(Signature)

(Printed Name)

Title

3)

(Signature)

(Printed Name)

Title

4)

(Signature)

(Printed Name)

Title

5)

(Signature)

(Printed Name)

Title

Witness my hand and official seal:

(SEAL)

My commission expires:_____

Signature of Notary Public