

**NEW OR RENEWAL
LIQUOR LICENSE OR
PERMIT APPLICATION**

(State of Wyoming-County and Municipal Jurisdictions)

<u>FOR LIQUOR DIVISION USE ONLY</u>		
Customer #: _____		
Transf. from: _____		
1 st Reviewer:		/ /
2 nd Reviewer:		/ /

CLERK SECTION: Completed by City / Town / County Clerk			Local License #		
Filing In Jurisdiction:			Date filed with clerk: / /		
CITY or TOWN OF: _____			Advertising Dates: (Minimum 2 Consecutive Weeks Prior to Hearing)		
COUNTY OF: _____			_____ / _____ / _____ & _____ / _____ / _____		
Fees			Public Hearing Date: / /		
Annual License Fee: \$ _____.			Publishing Fee: \$ _____.		
Prorated License Fee: \$ _____.			Publishing Fee Direct Billed to Applicant: ☐		
Transfer Fee: \$ _____.					
License Term: _____ / _____ / _____ Through _____ / _____ / _____					
Month Day Year			Month Day Year		
LICENSING AUTHORITY CLERK: BEGIN ADVERTISING PROMPTLY!					
PER W.S. 12-4-104(d): IMMEDIATELY FORWARD A COPY OF THE APPLICATION AND ALL ATTACHEMENTS TO THE DIVISION.NO LICENSING AUTHORITY SHALL APPROVE OR DENY AN APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.					
SECTION 1: APPLICANT & LOCATION INFORMATION					
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	
Business Telephone Number: _____ Fax Number: _____					
Business E-Mail Address: _____					
Business Primary Contact: _____					
First Name			Last Name		
SECTION 2: FILING AS (CHOOSE ONLY ONE)					
☐ INDIVIDUAL ☐ GENERAL PARTNERSHIP ☐ LP ☐ LLP ☐ LLLP ☐ LLC ☐ LC ☐ CORPORATION (INC)					
☐ NON-PROFIT CORPORATION (NCORP) ☐ POLITICAL SUBDIVISION ☐ ORGANIZATION ☐ OTHER _____					
SECTION 3: FILING FOR (CHOOSE ONLY ONE)					
☐ NEW LICENSE OR PERMIT ☐ RENEWAL OF LICENSE OR PERMIT					
☐ TRANSFER OF LOCATION ☐ TRANSFER OF OWNERSHIP* ☐ TRANSFER OF OWNERSHIP* and LOCATION					
*For a Transfer of Ownership: Attach a Form of Assignment			Formerly Held by: _____		
SECTION 4: TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)					
(a) Licenses and Permits Authorized for On-Premise Sales and Off-Premise Package Sales					
☐ RETAIL LIQUOR LICENSE		☐ COUNTY MALT BEVERAGE PERMIT		☐ MICROBREWERY PERMIT	
☐ WINERY PERMIT		☐ WINERY SATELLITE PERMIT		☐ MANUFACTURER SATELLITE PERMIT	
(i) Primary Business Type (CHOOSE ONLY ONE) (W.S. 12-6-101(c)(vi))					
☐ ON-PREMISE: BAR		☐ OFF-PREMISE: PACKAGE STORE		☐ ON & OFF PREMISE: BAR & PACKAGE STORE	
(b) Licenses and Permits Authorized for ONLY On-Premise Sales					
☐ RESTAURANT LIQUOR LICENSE		☐ BAR AND GRILL LIQUOR LICENSE		☐ SPECIAL MALT BEVERAGE PERMIT	
☐ RESORT LIQUOR LICENSE		☐ RESORT HOTEL LIQUOR LICENSE		☐ RESORT LIQUOR LICENSE-SKI RESORT	
LIMITED RETAIL LIQUOR LICENSE (CLUB) ☐ GOLF CLUB ☐ VETERANS CLUB ☐ FRATERNAL CLUB ☐ SOCIAL CLUB					
SECTION 5: SPECIAL STATUTORY DESIGNATIONS-ONLY COMPLETE IF APPLICABLE (CHOOSE ONLY ONE)					
☐ COMMERCIAL AIRPORT (W.S. 12-4-201(d)(iv)) ☐ GOLF CLUB (W.S. 12-5-201(f)) ☐ GUEST RANCH (W.S. 12-5-201(f))					
☐ Other: _____					
SECTION 6: OPERATIONAL STATUS (W.S. 12-1-101(a)(xxi) / 12-2-301(c) / 12-4-103(a)(iv)) and to assist the Liquor Division with Scheduling Inspections)					
☐ SEASONAL		MONTHS OF OPERATION: from _____ to _____		☐ All Year (Jan-Dec)	
☐ NON-OPERATIONAL / PARKED		DAYS OF WEEK OF OPERATION: from _____ to _____		☐ Every Day (Mon-Sun)	
		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.

☐ YES (own)
- (b)

The Applicant **LEASES** the licensed building.

☐ YES (lease)

If the building is leased, attach a copy of the lease agreement and complete (i) through (iii) below:

- (i)

The lease term expiration date is: _____ / _____ / _____ ; or, ☐ Does not expire / Automatically Renews.

Note: The lease term **MUST** continue at least through the term of the liquor license or permit.
- (ii)

The lease term information is located on page(s)_____paragraph(s)_____.
- (iii)

Sales provision for alcoholic or malt beverages: located, on page(s)_____ paragraph(s)_____.

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

- (c)

RENEWAL ONLY: The lease is current and on file with the Licensing Authority.

☐ YES☐ NO
- (i)

If **NO** to (c), attach a copy of the current lease agreement and complete 1.(b), (i) through (iii)

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, attach a written explanation and copies of 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?

☐ YES☐ NO
- (b)

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

☐ YES☐ NO
- (c)

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

☐ YES☐ NO
- (d)

If the answer was **YES to any of the above questions**, attach a written explanation and copies of any documents in connection there within.

QUESTIONS 4-16 AND SIGNATURE PAGE: COMPLETED BY THE APPLICANT AS APPLICABLE

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

- (a)

Will food and beverage services be contracted or subcontracted?

☐ YES☐ NO
- (i)

If **YES**, is a copy of the food and beverage contract or lease attached?

☐ YES☐ NO
- (ii)

RENEWAL ONLY: The contract or subcontract is current and on file with the Licensing Authority.

☐ YES☐ NO
- (iii)

If **NO** to (a) (ii), attach a copy of the current contract or subcontract.

5. BAR AND GRILL LICENSE OR RESTAURANT LIQUOR LICENSE ONLY: 12-4-413(a) / W.S. 12-4-407(a)

Is a copy of the valid food service permit or the approved permit application attached?☐ YES☐ NO

6. RESTAURANT LIQUOR LICENSE-RENEWAL 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)

7. BAR AND GRILL LICENSE LIQUOR LICENSE-RENEWAL 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)

8. RESORT LIQUOR LICENSE: W.S. 12-4-401 through W.S. 12-4-405

Does the resort complex:

- (a)

Have an actual valuation of at least one million dollars, or have committed or expended not less than 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) on the facility? 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
- (i)

If YES to (e), attach a copy of the contract or subcontract.
- (ii)

RENEWAL ONLY: The contract or subcontract is current and on file with the Licensing Authority.

☐

YES

☐

NO
- (iii)

If NO to (e) (ii), attach a copy of the current contract or subcontract.

9. RESORT HOTEL LIQUOR LICENSE: W.S. 12-4-416 / W.S. 12-4-403 through W.S. 12-4-405

Does the resort hotel:

- (a)

Have an actual valuation of at least five million dollars, or have committed or expended at least five million dollars (\$5,000,000.00) on the complex, including the value of the land? W.S. 12-4-416(b)(i)

☐

YES

☐

NO
- (b)

Include a full-service restaurant? W.S. 12-4-416(b)(ii)

☐

YES

☐

NO
- (c)

Include not less than twenty (20) sleeping rooms for short-term occupancy? W.S. 12-4-416(b)(iii)

☐

YES

☐

NO
- (d)

Provide dining services to guest rooms for not less than twelve (12) hours each day? W.S. 12-4-416(b)(iv)

☐

YES

☐

NO
- (e)

Provide facilities to accommodate business meetings for not less than fifty (50) participants? W.S. 12-4-416(b)(v)

☐

YES

☐

NO
- (f)

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

☐

YES

☐

NO
- (i)

If YES to (f), attach a copy of the contract or subcontract.
- (ii)

RENEWAL ONLY: The contract or subcontract is current and on file with the Licensing Authority.

☐

YES

☐

NO
- (iii)

If NO to (f) (ii), attach a copy of the current contract or subcontract.

10. MICROBREWERY PERMIT:

WHOLESALE DISTRIBUTION: W.S. 12-2-201(a)

- (a)

Will or does the microbrewery at this location self-distribute its products or distribute through a licensed wholesaler?

☐

YES

☐

NO
- If YES to (a); contact the Wyoming Liquor Division for further information.
- RENEWAL ONLY: PRODUCTION REQUIREMENTS: W.S. 12-1-101(a)(xix)
- (b)

Malt Beverage Production

Minimum barrel production required for the current license term: 50.00
- (i)

Barrels produced to date for the current license term:
- (ii)

Variance:
- (c)

Will the microbrewery at this location have produced at least 50 barrels (1,550 gallons) but less than 50,000 barrels (1, 550,000 gallons) by the end of the current license term as required by law?

☐

YES

☐

NO
- (i)

If NO to (c), attach a written explanation.

11. 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

12. 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

13. 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
- (i)

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

☐

YES

☐

NO
- (ii)

If YES, is a copy of the food and beverage contract or lease attached?

☐

YES

☐

NO
- (iii)

RENEWAL ONLY: The contract or subcontract is current and on file with the Licensing Authority.

☐

YES

☐

NO
- (iv)

If NO to (c) (iii), attach a copy of the current contract or subcontract.

14. 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 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 attached to this application?

☐ YES☐ NO
- (h)

Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition(s) Attached)

☐ YES☐ NO
- (i)

If YES to (h), attach a copy of the Petition(s).

15. For Applicants Filing As: Individual, General Partnership, Political Subdivision, Organization or Other: W.S. 12-4-102(a)(ii) & (iii)

Each individual, partner or officer (as applicable) listed below 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 DO NOT LIST PO BOXES	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:	
					Any Felony under Wyoming law?	Any Violation under Wyoming law relating to the sale or manufacture of Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

16. For Applicants Filing As: Corporation (INC), Limited Company (LC), Limited Liability Company (LLC), Limited Liability Partnership (LLLP) or Limited Partnership (LP): W.S. 12-4-102(a)(iv) & (v)

- (a)

Is the Applicant Registered and Active with the Wyoming Secretary of State as required per W.S. 12-4-103(a)(x) or as otherwise required by Wyoming state laws?

☐ YES☐ NO☐ NOT APPLICABLE

List below: Each Officer, Director, stockholder, legal entity or member 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 listed below 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 DO NOT LIST PO BOXES	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:	
						Any Felony under Wyoming law?	Any Violation under Wyoming law relating to the sale or manufacture of Alcoholic Liquor or Malt Beverages?
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

REQUIRED ATTACHMENTS:

FILING FOR: NEW, OR ANY TYPE OF TRANSFER

- ☐ A statement indicating the financial condition and financial stability of the Applicant. W.S. 12-4-102(a)(vi).
- ☐ If Filing For a Transfer of Ownership: Attach a form of assignment from the current licensee assigning the current license or permit to the new Applicant. W.S. 12-4-601(b).
- ☐ A copy of any lease agreement(s). 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)
- ☐ If filing for a Limited Retail Liquor License, operating as a Golf Club or Social Club, attach a copy of the club's bylaws including membership criteria. W.S. 12-4-301(c)
- ☐ If filing for a Microbrewery Permit or Winery Permit: Attach a copy of the approved Federal TTB Permit.
- ☐ If a current licensee is filing for a new, different license or permit: Attach a statement indicating the status of the current license or permit if the new license or permit is approved.

FILING FOR: RENEWAL

- ☐ A copy of any new or updated lease agreement(s) if not currently on file with the Licensing Authority. 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 if the agreement on file with the Licensing Authority is not current. W.S. 12-4-201(m) / W.S. 12-4-301(e) / W.S. 12-4-403(b)

OATH OR VERIFICATION W.S. 12-4-102(b)

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 ONE (1) Officer or Director, or Member of an Organization or Association.

Any individual who signs the application must also be listed on Question 15 or Question 16 as applicable or additional documentation must be provided confirming legal authority to sign the application on behalf of the Applicant.

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)

COUNTY OF _____) SS.

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:

Signature of Notary Public

(SEAL)

My commission expires:_____