

**City of Riverton, Wyoming**

816 N. Federal Boulevard

Riverton, WY 82501

(307) 856-2227

(307) 856-8270 (FAX)

[rivertonwy.gov](http://rivertonwy.gov)



**The non-refundable fee for this permit is \$100.00**

**Catering Permit**

\_\_\_\_\_   
 # of Permits previously   
 Approved

**R.M.C. 5.04.230.5 Shall permit retail liquor license holder   
 to sell alcoholic or malt beverages off premises.**

RETAIL LICENSE HOLDER SPONSORING EVENT \_\_\_\_\_

SPONSOR REPRESENTATIVE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_

SALES TAX # \_\_\_\_\_

LIABILITY INSURANCE CARRIER \_\_\_\_\_

NUMBER OF PEOPLE IN ATTENDANCE \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_

START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

WILL UNDERAGE CHILDREN BE PRESENT? \_\_\_\_\_

HOW WILL YOU ENSURE THAT THE PROHIBITION OF UNDERAGE DRINKING IS ENFORCED AT   
 YOUR EVENT? For example: will IDs be checked and/or wrist bands be used? \_\_\_\_\_

PLEASE EXPLAIN YOUR SECURITY PLAN. \_\_\_\_\_

HOW WILL THE PERMIT AREA BE DESIGNATED PURSUANT TO ALCOHOL SALES & CONSUMPTION? \_\_\_\_\_

**“Excellence in Service to the Rendezvous City”**

PLEASE DESCRIBE YOUR DESIGNATED DRIVER PLAN. For example: Offer free beverages to designated drivers or obtain posters from Fremont County Prevention Framework Coalition. \_\_\_\_\_

The undersigned applicant agrees to appear in front of the Council to discuss the following expectations:

ID and Distribution Requirements

- ID from purchaser shall be reviewed prior to sale of alcohol.
- Alcohol sales, and consumption must be restricted to a specific area.
- Any person distributing or managing alcohol sales shall not consumer alcohol.
- Providing alcohol to intoxicated persons is not permitted.
- A manager (age 21 or older) must be present to monitor sales and distribution of alcohol, which must also be served by someone age 21 or older.
- Only two cans/cups of alcohol may be purchased by one person at any one time.
- The area of distribution/ consumption shall be clearly marked. No one under the age of 21 shall be allowed in the distribution area.
- Distribution & consumption of alcohol shall conclude at least 1 hour prior to end of the event.
- Alcohol awareness training for management, security and servers.

Dispensing of Alcohol

- Use 16 oz. plastic cups or 12 oz. aluminum cans. No glass containers.
- Use distinguishable containers.
- Offer non-alcoholic beverages outside of the dispensing area as well.

Other

- Leave the site clean and free of debris.
- Provide a copy of the permit to all event staff.
- Keep an accurate incident log & submit to the City Clerk within 72 hours of event completion.
- Abide by any other rules set forth by the Riverton City Council.

Applicant agrees to leave location clean & free of debris and to abide by any and all rules set forth by the City Council.

\_\_\_\_\_  
Signature of Applicant

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Approved/Denied by Council action on \_\_\_\_\_, 20\_\_\_\_\_.

CITY OF RIVERTON, WYOMING

\_\_\_\_\_  
City Clerk

Date Paid \_\_\_\_\_

pc: Police Dept. \_\_\_\_\_  
Parks Dept. \_\_\_\_\_

**“Excellence in Service to the Rendezvous City”**