



SANDY BIRDYSHAW
TOWN CLERK
733.3932 EXT.1113

November 2017

RE: *Catering Permits to serve Alcohol*

Dear Catering Permit Applicant:

Please find the following three documents:

1. Instructions on how to obtain a catering permit
2. List of local establishments that are licensed retail or resort liquor dealers
3. The Catering Permit Application form. This form must be submitted to the Town Hall at least 72 business hours before the date of the event.

Please feel free to call me if you have any further questions.

Sincerely,

Sandy Birdyshaw
Town Clerk



HOW TO OBTAIN A CATERING PERMIT TO SERVE ALCOHOL:

- **Please Note!** Not all Retail or Resort Liquor License holders may agree to the use of their License for a Catering Permit.
- Fill out a catering permit application with the all the required information.
- Take the application with you when you go to purchase alcohol at one of the local, licensed retail or resort liquor dealers. The local licensed retail or resort liquor dealer will sign the application giving you permission to use their license to serve alcohol at your event location.
- The catering permit will be issued in the name of the local license holder.
- The application may be faxed to the Town of Jackson at 307-739-0919 or dropped off at the Town Hall front desk at 150 East Pearl Avenue.
- The Town will review the permit application and if approved, call the event contact person when it is ready. The catering permit may be picked up at Town Hall upon receipt of cash or check payable to the Town of Jackson in the amount of \$20.00 per 24-hour period.

Please note that a 24-hour period runs from 12:01 am to midnight, so if your event! starts before, and ends after midnight, it will count as two 24-hour periods and the! permit fee would be \$40.00.

- Please submit the permit application at least 72 business hours before the date of the event.
- Catering permits will not be issued for a vacant space or property.

All catering permit holders are responsible for abiding by all applicable alcohol dispensing regulations. These regulations include, but are not limited to, the following:

1. Precaution to ensure that minors are not served.
2. Complimentary alcohol is not to be set out for self-service.
3. Regulation of consumption amounts with no service to obviously intoxicated persons.
4. Consumption of alcohol is for on-premises only.

TOWN OF JACKSON RETAIL AND RESORT LIQUOR LICENSES

as of November 2017

Type	License Holder	DBA	Phone Number
Retail	CRU LLC	BIN 22	(307) 739-9463
Retail	LAWRENCE B HARTNETT	BUD'S EASTSIDE LIQUOR	(307) 733-1181
Retail	BOCHICCHIO INC	CREEKSIDE MARKET & DELI	(307) 733-7926
Retail	HOTEL JH LLC	HOTEL JACKSON	(307) 733-2200
Retail	WYOMING GROCER LLC	JACKSON WHOLE GROCER	(307) 733-0450
Retail	JACKSON LIQUORS LLC	KJ'S PHILLIPS 66	(307) 733-4666
Retail	TASTEBUDS LLC	LIFT JACKSON HOLE	(307) 733-5438
Retail	LFM JACKSON LLC	LUCKY'S MARKET	(307) 264-1633
Retail	THE COWBOY GROUP INC	MILLION DOLLAR COWBOY BAR	(307) 733-2207
Retail	ANVIL HOTEL PARTNERS LLC	NANI'S GENUINE PASTA HOUSE	(307) 733-3668
Retail	PLAZA LIQUOR LLC	PLAZA LIQUOR	(307) 733-8888
Resort	JOHNSON RESORT PROPERTIES	RUSTIC INN	(307) 739-8799
Retail	NEB LLC	SIDEWINDERS	(307) 734-5766
Retail	THE SILVER DOLLAR INC	SILVER DOLLAR BAR	(307) 733-2190
Retail	SMITH'S FOOD & DRUG CENTERS INC	SMITH'S FOOD & DRUG #184	(307) 733-8908
Retail	SNAKE RIVER CORPORATION	SNAKE RIVER GRILL	(307) 733-0557
Resort	SNOW KING MOUNTAIN RECREATION LLC	SNOW KING MOUNTAIN RESORT	(307) 201-5464
Resort	BENCHMARK HOSPITALITY OF WYOMING INC	SNOW KING RESORT	(307) 733-5200
Retail	LIQUOR STORE OF JACKSON HOLE INC	THE LIQUOR STORE	(307) 733-4466
Resort	ALL SUITE DEVELOPMENT	THE LODGE AT JACKSON HOLE	(307) 739-9703
Retail	PINK GARTER LLC	THE ROSE	(307) 733-1500
Retail	FLAT CREEK DEVELOPMENT COMPANY	VIRGINIAN TAVERN	(307) 733-2792
Retail	VFJH LLC	VOM FASS OF JACKSON HOLE	(307) 734-1535



TOWN OF JACKSON CATERING PERMIT APPLICATION

Date Paid _____ Fee \$ _____

(Note: The fee is \$20 per day (for each 24 hour period). If alcohol service runs past 12-midnight, then it will be counted as two days, and the fee is \$40.)

A catering permit authorizes a retail or resort liquor license holder to sale alcoholic and malt beverages away from their licensed premises at special events and public gatherings.

Catering Permits will be reviewed by the Town Clerk and may be issued upon payment to the Town of Jackson. Please submit applications **at least 3 business days before the date of the event** to: Jackson Town Hall, 150 East Pearl Avenue, PO Box 1687, Jackson, WY 83001. Fax to 307-739-0919. For further information, please call (307) 733-3932 ext. 1113.

Name of Event Sponsor: _____
Who is promoting the event?

Name & Purpose of Event: _____

Date(s) of Event: _____

Hours of Alcohol Service & Consumption: _____

Event Premises (Business name and physical address): _____

Current Use of Event Premises: _____

Anticipated Number of Attendees at Any Given Time: _____

By signing below, the Catering Permit Holder represents that this event is an authorized use of the event premises and understands State and Local law (printed on the reverse side) regarding Catering Permits.

Printed Name of Permit Holder: _____
Name of person responsible for this permit

Signature: _____ Phone Number: _____

Name of Retail or Resort Liquor License Holder: _____

As the holder of the retail or resort liquor license, I understand that:

- 1) My business is also responsible for compliance with all applicable state and local liquor laws and ordinances at this event, including, for example, no service to any person under 21 years of age or who is obviously intoxicated, not selling or permitting consumption off of the described event premises, and all sales and consumption shall occur within the permitted hours, and
- 2) My Retail/Resort License could be penalized or denied renewal for any liquor violations at this event.

Authorized signature of retail or resort liquor license holder:

Signature: _____ Print Name: _____

Wyoming State Statute
12-4-502 TWENTY-FOUR HOUR CATERING PERMIT

- (b) A catering permit authorizing the sale of alcoholic and malt beverages may be issued by the appropriate licensing authority 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. Notwithstanding any other provision of this subsection, closed-container items sold at auction for the benefit of a nonprofit organization may be taken off-premises.
- (c) The permits authorized by this section shall be issued for one (1) twenty four (24) hour period, subject to the schedule of operating hours set pursuant to W.S. 12 5 101. 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.

Town of Jackson ~ Municipal Code

Chapter 6.50 SPECIAL TWENTY-FOUR (24) HOUR PERMITS

6.50.010 Catering Permits.

- A. A catering permit authorizing the sale of alcoholic and malt beverages may be issued by the Town to any person or organization 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, or desirable to be 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. Notwithstanding any other provision of this subsection, closed-container items sold at auction for the benefit of a nonprofit organization may be taken off-premises.
- B. The permits authorized by this section shall be issued for one (1) twenty four (24) hour period, subject to the schedule of operating hours provided in Section 6.40.030 of this Code. 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.
- C. The catering permit shall be issued on application to the Town without public notice or hearing. An application for a catering permit shall be accompanied by a designation of the event for which the application is sought specifying the type of event and the name of the sponsor. Any applicant applying for a permit authorized by this section and having licensed premises located outside of the Town shall secure the written approval of the licensing authority of Teton County or other applicable jurisdiction, prior to filing an application for a permit.
- D. The fee for the catering permit shall be twenty dollars (\$20.00) per each twenty-four (24) hour period.
- E. It shall be the duty and obligation of the permit holder to ensure that no sales are made to any person under the age of twenty-one (21) years. (Ord. 1185 § 1, 2017; Ord. 1118, §1, 2016; Ord. 853 § 7, 2007; Ord. 823 §1, 2006; Ord. 714 § 1, 2002)

(Intended to print on the back side of the application form)