



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.)

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 72 business hours before the date of the event** to: Jackson Town Hall, 150 East Pearl Avenue, PO Box 1687, Jackson, WY 83001. For further information, please call (307) 733-3932 ext. 1113.

**Wyoming State Statute 12-4-502(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.

**(c)** 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.

**Name of Event Sponsor:** \_\_\_\_\_  
Who is coordinating the event?

Name & Purpose of Event: \_\_\_\_\_

Anticipated Number of Attendees at Any Given Time: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Hours of Alcohol Service & Consumption: \_\_\_\_\_

Event Premises (Business name and physical address): \_\_\_\_\_

Current Use of Event Premises: \_\_\_\_\_

**By signing below, the Event Sponsor represents that this event is an authorized use of the Event Premises and understands Jackson Municipal Code 6.50.010 (printed on the reverse side) regarding Catering Permits:**

Contact Name, Signature: \_\_\_\_\_  
Name of person requesting this permit

Print Name: \_\_\_\_\_ 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 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 suspended, revoked, or denied renewal for any such violations at this event.

### **AUTHORIZED SIGNATURE OF RETAIL OR RESORT LIQUOR LICENSE HOLDER:**

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**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)