



PERMIT SNAPSHOT REPORT CATR-26-03-21-0231 FOR CITY OF LARAMIE

Permit Type: Alcohol Catering Permits	Project:	App Date: 03/21/2026
Work Class: Alcohol Catering Private Property	District: Limited Manufacturing	Exp Date: 04/09/2026
Status: In Review	Square Feet: 0.00	Completed: NOT COMPLETED
Valuation: \$0.00	Assigned To: Shoefeldt, Ryan	Approval Expire Date: 04/09/2026

Description: Laramie Chamber Business Afterhours

Parcel: 16742630190501	Main	Address: 5452 Wy 130 Hwy Laramie, WY 82070	Main	Zone: AE(Airport Enterprise Zone)
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Business/Organization DeLancey Enterprises LLC Cindy DeLancey	Applicant DeLancey Enterprises LLC Cindy DeLancey
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Permit Custom Fields

Late Submission Reason	Event Name Laramie Chamber Business Afterhours	Event Description Business social hour
Event and Bar Location 5452 Aerospace Dr. Laramie, WY 82070 Airloom	Start and End 04/09/2026 4:30 pm 6:30 pm Date/Time for Each Daypm of the Event	Date/Cleanup Time for Each Day of the Event 04/09/2026 7:15 pm
Number of Days 1	List the dates/times of alcohol service. 4/9/26 4:30-6:30 pm	What types of alcohol will you be serving? Alcoholic Beverages (Wine, Spirits, etc.), Malt Beverages (Beer Wine Coolers)
# of Attendees 30	# of Estimated Vehicles 20	Event Supervisor Name and Phone Number David DeLancey
Do you need a noise permit? No	Event Sound Equipment N/A	Will vendors be present at the event? No
Is the Police Department needed at the event? No	If yes, please describe.	Will you have food service? No
Will you have tents or inflatables? No	Tent or Inflatable Dimensions	Property Owner Permission Answer Yes
Who will be attending this event? Members Only	How did you publicize this event? Invitation	Will minors be allowed at this event? No
Describe preventing minors from consuming alcohol. Handstamps or wristbands for 21+, Minors will not be permitted within service area. , TiPS trained servers will check ids	Do you have TiPS trained servers? Yes	Who will be checking IDs before alcohol service? TiPS Trained bartenders
Consumption Area Answer Signs stating "No Alcohol Beyond This Point" , Staff supervising and informing guests	If other, please describe.	Additional Information (Maximum 50 Characters)
Date/Setup Time for Each Day of the Event 04/09/2026 4:00 pm		

Attachment File Name	Added On	Added By	Attachment Group	Notes
Signature_Cindy_DeLancey_3/21/2026.jpg	03/21/2026 13:17	DeLancey, Cindy		Uploaded via CSS
CD License_v1.jpg	03/23/2026 8:29	DeLancey, Cindy	Available Online	
PARQ Building Floorplan - bar location_v1.pdf	03/23/2026 8:29	Shoefeldt, Ryan		

PERMIT SNAPSHOT REPORT (CATR-26-03-21-0231)

Permission Letter Laramie City Clerk - 03/23/2026 8:29 Shoefelt, Ryan
 Retail Liquor License - Laramie
 Chamber Business Alliance.pdf

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00007009	CC - Alcohol Catering Permit	\$50.00	\$50.00
Total for Invoice INV-00007009		\$50.00	\$50.00
Grand Total for Permit		\$50.00	\$50.00

Condition	Description	Date Created	Satisfied
Alcohol - Alcohol Vendor Requirements	<ul style="list-style-type: none"> - Check identification. - Restrict alcohol sales and consumption to a designated location. - Limit number of servings per person per purchase to: Two (2) - No sales or deliveries to obviously intoxicated individuals. - Offer non-alcoholic drinks as prominently as alcoholic drinks. - Require alcohol awareness training for all alcohol servers. - Restrict age of servers. (21 as per state law) - Manager on duty at all times. - Employees and security shall not drink on the job. - Mandatory staff meeting to explain policies and procedures. (these requirements) - Warning signs discouraging underage drinking and drinking and driving must be displayed within the designated area. - Permit area to be posted, example "Open Container area" "No Alcohol beyond this point" - Final permit as well as these requirements must be prominently posted in permit area. 	03/26/2026	No

Submittal Name	Status	Received Date	Due Date	Complete Date	Resubmit	Completed
Alcohol Permit Review v.1	In Review	03/25/2026	04/01/2026		No	No

Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
City Clerk	City Clerk		Approved	03/25/2026	04/01/2026	03/25/2026
Fire Prevention	Fire	Schleicher, Justin	Approved	03/25/2026	04/01/2026	03/26/2026
Police	Police		Approved with Conditions	03/25/2026	04/01/2026	03/26/2026
Risk Management	Risk Management	Russell , Patti	Approved	03/25/2026	04/15/2026	03/26/2026
City Managers Office	City Managers Office	Bartholomew, Nancy	In Review	03/26/2026	04/01/2026	

Workflow Step / Action Name	Action Type	Start Date	End Date
Application Completeness Check v.1		03/23/2026 13:13	03/23/2026 13:13
Confirm application complete v.1	Generic Action		03/23/2026 13:13
Invoice Fees v.1		03/23/2026 13:13	03/25/2026 16:18
Issue Invoice v.1	Generic Action		03/23/2026 13:13
Verify Fees Paid v.1	Generic Action		03/25/2026 16:18
Review v.1		03/25/2026 0:00	
Alcohol Permit Review v.1	Receive Submittal	03/25/2026 0:00	
Issue Permit v.1			
Issue Permit v.1	Generic Action		