

# RENEWAL OF LIQUOR LICENSE OR PERMIT APPLICATION

(State of Wyoming-County and Municipal Jurisdictions)

FOR LIQUOR DIVISION USE ONLY		
Customer #:	M-70022	
1 <sup>st</sup> Reviewer:		/ /
2 <sup>nd</sup> Reviewer:		/ /

<b>CLERK SECTION: Completed by City / Town / County Clerk</b>	Local License # <u>RT-4</u>
---	-----------------------------

**Filing In Jurisdiction:** CITY OF LARAMIE **Date filed with clerk:** 2 / 2 / 26

**Fees** Annual License Fee: \$ 3000.00 **Advertising Dates:** (Minimum 2 Consecutive Weeks Prior to Hearing) 3 / 18 / 26 & 3 / 25 / 26

Publishing Fee: \$ billed by paper **Public Hearing Date:** 4 / 7 / 26

Publishing Fee Direct Billed to Applicant:

**License Term:** 5/8/2026 Through 5/7/2027


**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): SHG LARAMIE LLC

Doing Business As (DBA) / Trade Name: HILTON GARDEN INN LARAMIE

Building to be licensed / Building Address: 2229 GRAND AVE  
LARAMIE, WY 82070 ALBANY

Local Mailing Address: 

Business Telephone Number:  Fax Number: \_\_\_\_\_

Business E-Mail Address: 

Business Primary Contact: Marty Schaefer  
First Name Last Name

<b>SECTION 2: FILING AS:</b> <u>LIMITED LIABILITY COMPANY (LLC)</u>	<b>SECTION 3: FILING FOR:</b> <u>RENEWAL OF LICENSE OR PERMIT</u>
---	---

### SECTION 4: TYPE OF LICENSE OR PERMIT

(a) RESORT LIQUOR LICENSE

(i) Licenses and Permits Authorized for On-Premise Sales and Off-Premise Package Sales\* (W.S. 12-6-101(c)(vi))

**Primary Business Type ( CHOOSE ONLY ONE )**

ON-PREMISE: BAR |  OFF-PREMISE: PACKAGE STORE |  ON & OFF PREMISE: BAR & PACKAGE STORE

**\*APPLIES TO ONLY THE FOLLOWING:** (RETAIL LIQUOR LICENSE, COUNTY MALT BEVERAGE PERMIT, MICROBREWERY OR WINERY PERMIT, WINERY SATELLITE, MANUFACTURER SATELLITE)

### SECTION 5: SPECIAL STATUTORY DESIGNATIONS: NONE IF BLANK

**RESORT DESIGNATION 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)

<input type="checkbox"/> SEASONAL	MONTHS OF OPERATION: from _____ to _____	<input checked="" type="checkbox"/> All Year (Jan-Dec)
<input type="checkbox"/> NON-OPERATIONAL / PARKED	DAYS OF WEEK OF OPERATION: from _____ to _____	<input checked="" type="checkbox"/> Every Day (Mon-Sun)
NON-OPERATIONAL START DATE: _____	HOURS OF OPERATION: from <u>6am</u> to <u>2am</u>	<input type="checkbox"/> 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) 12 paragraph(s) 3, 2.

(iii) **Sales** provision for alcoholic or malt beverages: located, on page(s) 19 paragraph(s) 6.1.  
**Note:** The lease **MUST** contain a provision specifically allowing the **SALE OF ALCOHOLIC or MALT BEVERAGES.**

(c)  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)**

**ALL APPLICANTS MUST COMPLETE QUESTIONS 2- 3**

**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 to (a),** The contract or subcontract is current and on file with the Licensing Authority.  YES  NO
- (ii) **If NO to (a) (i), 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: 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:   | \$ _____ | ( _____ )% |
| <b>(Line 1 + Line 2 must = Line 3)</b>                          | (Line 3) Gross Sales:  | \$ _____ | ( _____ )% |

**7. BAR AND GRILL LICENSE LIQUOR LICENSE: 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: | \$ _____ | ( _____ )% |
| <b>(Line 1 + Line 2 + Line 3 must = Line 4)</b>                 | (Line 4) Gross Sales:         | \$ _____ | ( _____ )% |

**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 N/A
- (e) Will food and beverage services be contracted or subcontracted? W.S. 12-4-403(b)  YES  NO
- (i) **If YES to (e),** The contract or subcontract is current and on file with the Licensing Authority.  YES  NO
- (ii) **If NO to (e) (i), 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), The contract or subcontract is current and on file with the Licensing Authority.**  YES  NO
- (ii) **If NO to (f) (i), 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.**

**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 to (c) (i), The contract or subcontract is current and on file with the Licensing Authority.**  YES  NO
- (iii) **If NO to (c) (ii), 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 on file with the Licensing Authority?  YES  NO
- (i) **If NO to (g), attach a copy of the current club bylaws.**
- (h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License?  YES  NO

**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 <i>DO NOT LIST PO BOXES</i>	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 <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

**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  YES  NO  NOT APPLICABLE W.S. 12-4-103(a)(x) or as otherwise required by Wyoming state laws?

**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 <i>DO NOT LIST PO BOXES</i>	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?
Susan Schutte				3	100%	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

**REQUIRED ATTACHMENTS:**

- 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~~ KENTUCKY )  
 ) SS.  
COUNTY OF Jefferson )

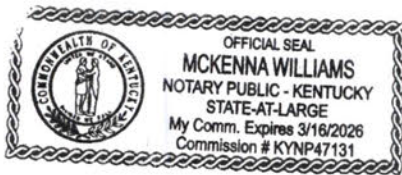
Signed and sworn to before me on this 29th day of January, 2026 that the facts alleged in the foregoing instrument are true by the

- following:
- |    |                                     |  |                             |
|----|-------------------------------------|--|-----------------------------|
| 1) | <u>Susan Schulte</u><br>(Signature) | <u>Susan Schulte</u><br>(Printed Name) | <u>Sole Member</u><br>Title |
| 2) | _____<br>(Signature)                | _____<br>(Printed Name)                | _____<br>Title              |
| 3) | _____<br>(Signature)                | _____<br>(Printed Name)                | _____<br>Title              |
| 4) | _____<br>(Signature)                | _____<br>(Printed Name)                | _____<br>Title              |
| 5) | _____<br>(Signature)                | _____<br>(Printed Name)                | _____<br>Title              |

Witness my hand and official seal:

Mckenna Williams  
Signature of Notary Public

(SEAL)



My commission expires: 3/16/2026

## ANNUAL ALCOHOL SERVER TRAINING REPORT

**Alcohol Server Training is Required for:** LMC 5.09.060.G. Each licensee and **all managers, supervisory personnel, and all persons who will be selling, serving or managing the sale of alcoholic beverages employed at the licensed premises** shall complete an alcohol server training program certified by the Wyoming liquor division **within 90 days of employment**. Licensees shall maintain, upon the premises, a current list of applicable employees/participants with their date of hire/service, dates of orientation training and successful completion of the division's approved training program including any required continuing training. The list shall be available for inspection by the City Clerk or City Manager's designee within a reasonable time period. Upon application for liquor license or renewal of a liquor license, a license holder shall submit an annual report to the city clerk on completion orientation training or of an alcohol server training program by the licensee or persons who will be selling, serving or managing the sale of alcoholic beverages.

Name	Position in the company (Owner, Manager, Supervisor, or Server)	Alcohol Server Training or Orientation (Note which kind of training completed.)
Marty Schaefer	General Manager	TIPS Training
Jon Schaefer	Asst. F&B Director	TIPS Training
Jasmine Barajas	Asst. General Manager	TIPS Training
Colton Irene	Dir. of Sales	TIPS Training
Matthew Douglas	F&B Director	TIPS Training
Desiree Cortez	Front Desk	TIPS Training
Madison Thompson	Front Desk	TIPS Training
Gayle Nelson	Night Audit	TIPS Training
William Maurer	Night Audit	TIPS Training
Jessica Brin	Server	TIPS Training
Jeanine Deberard	Server	TIPS Training
Sarah Rayos	Server	TIPS Training
Alex Clegg	Cook/Server	TIPS Training
Katherine Giesinger	Server	TIPS Training
Britney Bennett	Front Desk	TIPS Training
Taylor Douglas	Server	TIPS Training
Sage Eversull	Front Desk	TIPS Training
Christine Morales	Front Desk	TIPS Training

I attest that the above information is true and complete for SHG Laramie, LLC  
(Business Name)

  
(Signature of Owner/Manager)

1/29/2026  
(Date)

