ALCOHOL PERMIT REFUND POLICY

Refunds may only be issued for permits that have not been issued per WY § 12-4-105 and LMC 5.09.140.

WY § 12-4-105. Disposition of license fees; refunds prohibited. All fees for licenses and permits issued by a licensing authority paid under this title shall be deposited into the treasury of the licensing authority. No refund of all or any part of a license fee shall be made at any time following issuance.

Alcohol Catering and Malt Beverage permits received before the 14-day required period.

- If a complete application is denied during processing by the City Manager or designee a $25 Administrative Fee per permit will not be refunded. The remaining balance may be issued by check.

- If the event has been cancelled during the processing of the application (before permit has been issued) the permit can be transferred one time to a new date for the same event and location upon re-approval of approving departments or refund check issued minus a $25 Administrative Non-Refundable Fee per permit.

- If the event has been cancelled after the permit has been issued, then the applicant must notify the City Clerk’s office and provide written notification 48-hours before the event start date to receive a transfer. The permit can be transferred one time to a new date for the same event and location upon re-approval of approving departments. (No refund available due to WY § 12-4-105 and LMC 5.09.140.)

Alcohol Catering and Malt Beverage permits received after the 14-day required period.

- **No Late Fees will be refunded.**

- If a complete application is denied during processing by the City Manager or designee a $25 Administrative Fee per permit will not be refunded. The remaining balance may be issued by check.

- If the event has been cancelled during the processing of the application (before permit has been issued) the permit can be transferred one time to a new date for the same event and location upon re-approval of approving departments or refund check issued minus a $25 Administrative Non-Refundable Fee per permit.

- If the event has been cancelled after the permit has been issued, then the applicant must notify the City Clerk’s office and provide written notification 48-hours before the event start date to receive a transfer. The permit can be transferred one time to a
new date for the same event and location upon re-approval of approving departments. (No refund available due to WY § 12-4-105 and LMC 5.09.140.)

Open Container Permits are not eligible for refunds due to the $25 permit fee and the $25 Administrative Fee washing out each other.

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- If the event has been cancelled after the permit has been issued, then the applicant must notify the City Clerk’s office and provide written notification 48-hours before the event start date to receive a transfer. The permit can be transferred one time to a new date for the same event and location upon re-approval of approving departments. (No refund available due to WY §12-4-105 and LMC 5.09.140.)

The City Manager or designee reserve the right to approve or deny any refund request at their discretion.

Approved by:

______________________________
Janine Jordan, City Manager

Date: __________________________

The City Clerk’s office must complete the Alcohol Permit Refund Voucher and turn it in to Administrative Services for “End of Week” processing.