



CITY OF LARAMIE
City Clerk's Office
P.O. Box C
Laramie, WY 82073

Phone 721-5220
Fax (307) 721-5211

Alcohol Permit Refund/Transfer Request

Name: _____

Name of Business: _____

Phone (primary): _____ Other: _____

Mailing Address if applicable: _____ City/State/ZIP _____

Email: _____

Application Permit Number: _____

Application Type: Alcohol Catering Malt Beverage

Requesting: Refund Transfer

Event Start Date: _____ Event End Date: _____

New Event Start Date: _____ New Event End Date: _____

Reasons for requesting refund or transfer (refunds only applicable for non-issued Alcohol Permits; Transfers can only be made under certain requirements under the Refund Policy): _____

1. No Late Fees will be refunded.
2. A \$25 Administrative Fee per permit will not be refunded.
3. Transfer Requests must be received 48hrs before event start date. The permit can be transferred one time to a new date for the same event and location upon re-approval of approving departments.
4. Applicants must complete and sign an Alcohol Permit refund/transfer request at the City Clerk's Office to initiate the refund/transfer process.
5. The City Manager or designee reserve the right to approve or deny any refund/transfer request at their discretion.
6. Refunds will be issued as a check to the applicant.

Applicant Signature: _____ Date: _____

For Office Use Only	
Administrative Fee: _____	Refund Amount: _____
Refund/Transfer Approved by: _____	Date: _____
Department Head Approval: _____	Date: _____