

SPECIAL EVENT PERMIT FOR ALCOHOL SALES-LAW ENFORCEMENT RECOMMENDATIONS

NAME OF EVENT: _____ PERMIT# _____

DATES: _____ TIMES: FROM _____ TO _____

- ☐ 1. CHECK IDENTIFICATION. THE USE OF IDENTIFICATION WRIST BANDS WILL BE APPROPRIATE IN SOME SITUATIONS.
- ☐ 2. RESTRICT ALCOHOL SALES AND CONSUMPTION TO DESIGNATED LOCATIONS: _____
- ☐ 3. LIMIT NUMBER OF SERVINGS PER PURCHASE TO: _____
- ☐ 4. USE DISGUISSABLE CUPS OF NO MORE THAN 12 OZ SIZES. BOTTLES AND CANS ARE PROHIBITED.
- ☐ 5. NO SALES OR DELIVERIES TO OBVIOUSLY INTOXICATED INDIVIDUALS.
- ☐ 6. OFFER NON-ALCOHOLIC BEVERAGES AS PROMINENTLY AS ALCOHOLIC BEVERAGES.
- ☐ 7. REQUIRE ALCOHOL SERVER TRAINING FOR ALCOHOL SERVERS AND EVENT STAFF.
- ☐ 8. STOP ALCOHOL SERVICE AT LEAST ONE-HALF HOUR BEFORE EVENT CLOSING.
- ☐ 9. RESTRICT AGE OF SERVERS TO ONLY INDIVIDUALS 21 YEARS OF AGE OR OLDER.
- ☐ 10. HIRE ADEQUATE SECURITY AS DETERMINED BY THE LICENSING AUTHORITY OR THEIR DESIGNEE.
- ☐ 11. REQUIRE MANAGER(S) ON DUTY TO BE PRESENT AT ALL TIMES DURING THE EVENT.
- ☐ 12. EVENT STAFF AND SECURITY SHALL NOT CONSUME ALCOHOL DURING THE EVENT.
- ☐ 13. PROVIDE COPIES OF EVENT POLICIES TO ALL EVENT STAFF. SUBMIT POLICIES WITH PERMIT APPLICATION.
- ☐ 14. MANDATORY STAFF MEETING TO EXPLAIN POLICIES, PROCEDURES, LAWS, AND THESE REQUIREMENTS.
- ☐ 15. MAINTAIN AN ACCURATE INCIDENT LOG FOR THE EVENT.
- ☐ 16. MONITOR GROUNDS FOR SUSPICIOUS ACTIVITIES AND REPORT TO LOCAL LAW ENFORCEMENT AS NEEDED.
- ☐ 17. LIMIT OR PROHIBIT BRAND SPONSORSHIP AND PROMOTION.
- ☐ 18. WARNING SIGNS SHALL BE DISPLAYED WITHIN DESIGNATED AREAS, DISCOURAGING UNDERAGE DRINKING AND DRINKING AND DRIVING. DESIGNATED AREAS: _____
- ☐ 19. PERMIT AREAS SHALL BE POSTED. EXAMPLES: "OPEN CONTAINER AREA" "NO ALCOHOL BEYOND THIS POINT"
- ☐ 20. FINAL PERMIT AS WELL AS THESE REQUIREMENTS SHALL BE POSTED PROMINENTLY IN PERMIT AREAS.
- ☐ 21. ADVISE LOCAL LAW ENFORCEMENT AGENCIES OF EVENT DATES, TIMES, AND RESPONSIBLE PARTIES ALONG WITH CONTACT INFORMATION FOR THE RESPONSIBLE PARTIES.

SIGNATURE: _____ DATE: _____

APPROVED BY: _____ DATE: _____

TiPS TRAINING



What is TiPS Training?

TiPS (Training for Intervention Procedures) is an internationally recognized alcohol awareness education program that includes subjects such as retail program, college students and adult consumers.

TiPS is a four to five hour class teaching how to:

- Help stop drunk driving and other alcohol-related problems before they occur.
- Allow liquor retailers, law enforcement, elected officials, and citizens to collaborate to solve common issues.
- Effectively curb underage purchase and use of alcohol.
- Train liquor retailers, bartenders and servers how to deal with problem situations.
- Give liquor retailers a thorough understanding of Wyoming law.
- Enhance profits, reduce expenses, and make better tips while improving customer service.

Learn more and find upcoming trainings at:

www.fremontcountyprevention.com



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