

**Converse County, Wyoming**  
**Liquor Licenses, Malt Beverage Permits and 24-Hour  
 Catering Permits**

The Board of County Commissioners issues liquor licenses and malt beverage permits to businesses outside the incorporated limits of a municipality. There are several types of licenses available which are all regulated by state laws. On this page, only those that are currently issued in Converse County will be addressed. If you wish to see other types of licenses or permits that are available, please visit:

<http://liquor.wyoming.gov/information.htm>

The Wyoming Department of Revenue, Liquor Division, reviews all applications for compliance with pertinent regulations.

Applications for new liquor licenses and malt beverage permits must be made through the County Clerk’s Office. The completed form, along with all applicable fees, must be submitted to the County Clerk.

Requests to renew existing licenses are heard at a Public Hearing before the Board of County Commissioners at their first meeting in April of each year.

In addition to the licensing fee, new applicants and those seeking a renewal pay a pro-rated cost of the required public hearing notice.

**Types of Liquor Licenses, Permits and Fees**

Annual Permits	Fee	Permit Description
Retail License	\$1,250	Allows for sale of alcoholic liquor and malt beverages for consumption on premise, off premise, or both. Licenses available are based upon a population formula (WSS 12-4-201).
Restaurant License	\$1,250	Allows service bar dispensing of alcoholic liquor and malt beverages to patrons seated in dining areas of full service restaurants. Alcohol sales cannot exceed 40% of gross sales (WSS 12-4-407).
County Retail Malt Beverage Permit	\$500	Allows for the sale of malt beverages for on or off premise consumption. Permits may be issued for locations 5 miles beyond the limits of an incorporated city or town (WSS 12-4-201(b)).

**Procedures to apply for a 24-Hour Catering Permit**

*The Board of County Commissioners will not consider any request for a permit if the application is not complete or does not have the payment of fees included with the application.*

Click here for the [24 Hr Malt Beverage, Catering or 2<sup>nd</sup> Dispensing Room Permit](#) application form.

1. Converse County License Holders: complete the application and submit the completed application, along with the appropriate fee (\$25/day) to the County Clerk. *Note: The Commissioners meet on the 1<sup>st</sup> Tuesday and following Wednesday and the 3<sup>rd</sup> Tuesday of each month. All completed applications must be to them for approval in an appropriate time frame **PRIOR** to your event.*
2. Municipal License Holders who wish to obtain a permit outside of the licensing authority's (your city or town) municipal boundary:
  - ✓ Your licensing authority (city or town) must approve your request to sell alcoholic or malt beverages outside of that municipality's boundaries. Please contact your city or town clerk for deadlines and other particulars.
  - ✓ Once that approval has been granted and that municipal clerk has relayed that authorization to the County Clerk, the license holder must complete the **24 Hr Malt Beverage, Catering or 2<sup>nd</sup> Dispensing Room Permit** and forward it to the County Clerk, along with the appropriate fees. The application will be considered at the next meeting of the Board of County Commissioners.

24-Hour Permits	Fee	Permit Description
Catering Permit	\$25/day	Allows a retail license to sell alcoholic liquor and/or malt beverages for on premise consumption at another location. Issuance is limited to no more than 12 times per calendar year in any one location (WSS 12-4-502(b)).
24-Hour Catering or Malt Beverage Permit	\$25/day	Allows a responsible individual or organization to sell malt beverages at a picnic, fair, rodeo, special holiday or similar public gathering. Issuance is limited to no more than 12 times per calendar year per individual or organization at any one location (WSS 12-4-502(a)).
Licenses and Permits:		After approval by the Board of County Commissioners, the license or permit is returned to the applicant. The license or permit must be posted in the dispensing area on the day(s) of the event.