

**NOTICE OF INTENT TO AMEND RULES & REGULATIONS  
GOVERNING THE LICENSING OF LIQUOR SALES**

The Sheridan County Board of County Commissioners hereby gives public notice of its intent to amend its Rules & Regulations Governing the Licensing of Liquor Sales.

The purpose of the proposed amendment is to update the Sheridan County Rules & Regulations Governing the Licensing of Liquor Sales to reflect the changes made in Title 12. The proposed rules meet the minimum substantive state statutory standards.

Copies of the proposed amendment are available from the Sheridan County Board of County Commissioners, Suite 201, of the Courthouse Addition. They may also be viewed on the County website.

Written comments on the proposed amendment may be submitted by the public to the Board of County Commissioners, 224 S. Main Street, Sheridan, WY 82801, or emailed to [bocc@sheridancounty.com](mailto:bocc@sheridancounty.com) on or before Friday, June 25, 2021.

A public hearing to receive oral comments on the proposed amendment will be held on July 6, 2021 at 9:00 a.m. The Board will consider adoption of the proposed amendment at its regular meeting on July 6, 2021, commencing at 9:00 a.m.

BOARD OF COUNTY COMMISSIONERS  
Sheridan County, Wyoming

Attest:

  
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Nick Siddle, Chairman

  
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Eda Schunk Thompson, County Clerk

**AMENDMENT #4 TO  
RULES AND REGULATIONS GOVERNING THE  
LICENSING OF LIQUOR SALES  
SHERIDAN COUNTY, WYOMING**

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**SECTION 1. Authority.**

These rules and regulations are adopted under the authority of W.S. 16-3-101 et.seq., W.S. 12-4-101(a), 12-4-103(a)(iv), 12-4-201(e), 12-4-201(h), 12-4-301(a), 12-4-405, 12-4-411, 12-4-412(b)(viii), (d) and (j), 12-4-413(d), 12-4-502(e), 12-4-504(a), 12-4-601(a) and (b), 12-5-101(d), 12-5-201(e) and (h), and 12-5-201(k)(iii).

**SECTION 2. Purpose.**

The purpose of these rules and regulations is to establish uniform policies governing the licensing of liquor sales by entities licensed by the Sheridan County Board of County Commissioners, as the "Licensing Authority" under Title 12 of the Wyoming Statutes.

**SECTION 3. Annual License Fees.**

The following annual license or permit fees shall apply to the specified type of license:

- (a) Retail Liquor License - \$1,500
- (b) County Malt Beverage Permit - \$200
- (c) Limited Retail Liquor License - \$500
- (d) Resort Liquor License - \$1,500
- (e) Restaurant Liquor License - \$500
- (f) Microbrewery Permit - \$500
- (g) Winery Permit - \$500
- (h) Winery Satellite Permit - \$100
- (i) Manufacturer's Satellite Permit - \$100
- (j) Bar and Grill Liquor License - \$1,500

**SECTION 4. Twenty-Four Hour Permit Fees.**

The following fees shall apply for each specified permit issued:

- (a) Twenty-four (24) hour Catering Permit - \$30

- (b) Twenty-four (24) hour Malt Beverage Permit - \$30
- (c) Twenty-four (24) hour Wine Permit - \$30
- (d) Twenty-four (24) hour Malt Beverage Permit for Microbrewery Selling its Own Product- \$30
- (e) Twenty-four (24) hour Manufacturer's Off Premise Permit - \$30

SECTION 5. License Transfer Fees.

The following fees apply to the specified transfers:

- (a) Transfer of license to different premises – \$100
- (b) Transfer of license or permit to a good faith purchaser – \$100

SECTION 6. Special Malt Beverage Permits for Sales at Public Auditoriums, Civic Centers, or Events Centers. (W.S. 12-4-504)

Reserved.

SECTION 7. Hours of Sale.

All licensees must be open a minimum of 20 hours per week to maintain their liquor license as operational. The Board of Commissioners must be notified immediately of any change to hours or days of operation.

All licensees may open the dispensing room or licensed building at 6:00 a.m. and shall close the dispensing room or licensed building and cease the sale of both alcoholic and malt beverages promptly at the hour of 2:00 a.m. the following day, and shall clear the dispensing room or licensed building, and any other area in which dispensing alcoholic and malt beverages is authorized, of all persons other than employees by 2:30 a.m. Provided however, with the prior approval of the Board of County Commissioners, a licensee may be permitted to sell alcoholic and malt beverages until 4:00 a.m. on nights of New Year's Eve/Day and Saturday night/Sunday morning of the Sheridan Wyo Rodeo street dance each year.

SECTION 8. Additional Restrictions on Operation of Minibars.

There are no additional restrictions imposed on the operation of minibars in the sleeping rooms of a licensee's motel or hotel operation beyond the requirements of W.S. 12-5-201(e).

SECTION 9. Additional Conditions for Events Allowing Under 21-year olds in the Licensed Building.

There are no additional conditions imposed on retail liquor licensees holding an event in the licensed building at which persons under the age of twenty-one (21) are permitted beyond the requirements of W.S. 12-5-201(k).

SECTION 10. Restrictions on Minors.

Except as provided otherwise by law, no licensee or agent, employee or server thereof shall permit any person under the age of twenty-one (21) years to remain in a portion of the licensed building where alcoholic or malt beverages are being dispensed. If the establishment operates a commercial kitchen, persons under the age of twenty-one (21) years may enter and pass through the dispensing area in order to reach the commercial kitchen dining room or waiting area.

No one under the age of 21 can dispense or sell any alcoholic liquor or malt beverage. The term "dispensing" means mixing or pouring alcoholic liquors or malt beverages. (W.S. 12-6-101 (c)(vii))

SECTION 11. Minors Warning Notice.

(a) Every licensee shall display at all times in a prominent place at each public entrance a printed card with a minimum height of eleven (11) inches and a width of seventeen (17) inches, with each letter to be a minimum of one-fourth inch in height, which shall read as follows:

**WARNING TO PERSONS UNDER 21**

YOU ARE SUBJECT TO A FINE  
OF UP TO \$750  
IF YOU ARE UNDER 21 AND YOU  
ATTEMPT TO PURCHASE, PURCHASE, CONSUME, OR HAVE IN  
YOUR POSSESSION ALCOHOLIC LIQUOR OR MALT BEVERAGE

**WARNING TO ADULTS**

YOU ARE SUBJECT TO A FINE  
OF UP TO \$750  
IF YOU PURCHASE OR PROVIDE ALCOHOL OR MALT BEVERAGE  
FOR A PERSON UNDER 21

SECTION 12. Seasonal Operations.

An applicant may specify on its license application that it will be open for business for less than twelve (12) months but not less than three (3) consecutive months during the license term year, including the particular months it will operate. If the Board of County Commissioners approves the application, the licensee will be deemed to be a seasonal operation under W.S, 12-4-103(a)(iv), and the licensee shall be obligated to be open for business to the general public for the particular months specified.

SECTION 13. Requirement for Alcohol Server Training.

Within three (3) months after receiving a liquor license or renewal thereof, each licensee shall ensure that its employees and volunteers who serve or dispense alcoholic or malt beverages complete an Alcohol Server Training course from an instructor designated by the Sheridan County Sheriff.

SECTION 14. Requirement for Appearance at Public Hearing.

For new liquor license applications, renewals and transfers, the applicant, or the applicant's agent, must appear before the Sheridan Board of County Commissioners at the Public Hearing for the new license, renewal, or transfer.

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