

WYOMING DEPARTMENT OF AGRICULTURE
INTERNAL POLICIES

ADMINISTRATIVE PROCEDURES STATE FAIR ALCOHOL USE	MAY 2007
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Section 1. Year-around Alcohol Use Policy at the Wyoming State Fairgrounds. The guidelines for the serving of alcoholic beverages are as follows:

1. The serving of alcohol will be a secondary focus at these functions.
2. Food will be served with alcohol.
3. Equally attractive accessible non-alcoholic drinks will be provided.
4. The cocktail hour before dinner will be kept to a reasonable time and consumption limited.
5. The host or sponsor of the function should assume responsibility for thoughtful consideration of guests' health, safety, and pleasure by avoiding intoxication and helping others to do the same.
6. The use of alcohol must be requested through the director's office, a minimum of 30 days prior to the event.
7. The sponsor will abide by all applicable liquor laws.
8. The sponsor will post an appropriate damage deposit.
9. The sponsor may be required to hire a law enforcement officer to be present during the event.
10. The sponsor will complete an Indemnity and Hold Harmless Agreement.
11. The sponsor will provide WDA with the necessary insurance paperwork.

Section 2. Annual State Fair Event. Malt beverages shall only be sold for consumption during State Fair on the State Fairgrounds in areas specifically designated by the Director of the Department of Agriculture per W. S. 12-4-505.

Section 3. Wyoming Department of Agriculture procedures for requesting permission to serve alcohol on State Fairgrounds:

1. Upon notification from Party of the desire to serve alcohol, Party will be informed of the requirement to purchase insurance and to sign the "Indemnity and Hold Harmless Agreement."
2. Party will send a written letter of request to the State Fair office along with proof of insurance and signed agreement. Requests should be filed 30 days prior to the event.
3. The State Fair office will send a written letter of request to Risk Manager at A&I Procurement with proof of insurance and copy of signed "Indemnity and Hold Harmless Agreement."
4. Upon receipt of A&I's decision, the State Fair office will notify the Party.