

Castle Cary Town Council

Market House Licensing

Purpose: To define the Policy for Market House Licensing for Castle Cary Town Council, it's Committee's and Working Groups

Document Properties

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V1.0 Original	T Philpott	
V2	T Philpott	9 th July 2018

Castle Cary Town Council



Finance and Management Group

The committee will become the licence holders for activities at the Market House, which include the sale of alcohol.

Key roles within the group:

Chairman of Council : To oversee the activities of the committee and ensure responsible members fulfil their designated duties. In the absence of a committee member the Chairman will delegate authority to another member of the committee to ensure the terms of the licence are met.

Finance: To ensure all payments due to the licensing authority are met and to ensure users of the facility pay the appropriate fees.

Properties: To ensure the building complies with the terms of the licence and to draw to the attention of the Management group any areas that require attention.

Bookings: To oversee the management of bookings with appropriate paperwork completed and registered in line with the administration protocols of the Marketing and Communications Committee.