

# 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 <sup>th</sup> July 2018

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## 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.