

# THE MARKET HOUSE CASTLE CARY



## BEFORE YOUR EVENT

### Insurance

Castle Cary Town Council has Public Liability Insurance but you, as Hirer, are advised to take out your own insurance too, to cover you and your organisation for any claims of negligence which could be made against you or your guests, and also any loss or damage to your or your guests' property. This is not covered by the Town Council's insurance.

### Keys for Access

You may be asked to collect keys from the volunteers at the Community and Tourist Information Desk, downstairs in the Market House. Please make sure they demonstrate the unlocking and locking up procedures to you, and also the other facilities available. During the winter they will also explain how to turn the heating up or down.

You will be given a Side Door key and a key to all the Undercroft gates except the Disabled Gate which doesn't need a key (it just bolts on the inside).

For collecting the keys, and for all general enquiries, the summer time Community Office opening hours are weekdays from 9.30am to 2pm, and Saturday mornings 9.30am to 12 noon. In the winter (after the October half term break) the hours reduce to 9.30 to 12 noon. If you are unable to visit during these hours please contact the Community Office: 01963 351763 or The Town Clerk's Office: 01963 359631.

### Fire Safety

Please make sure you do not obstruct the fire exits (the main Shambles doors and the door through to the offices). During your event the main Shambles doors should be unbolted. (The glass doors are never locked). Please make sure you can open the main doors and know how to unbolt the disabled gate. The fire assembly point is the Post Office forecourt.

### Advertising Events on the Town Website

To have your event listed on the events page of the Town Website ([www.castle-cary.co.uk/calendar](http://www.castle-cary.co.uk/calendar)) please email details to [tourism@castle-cary.co.uk](mailto:tourism@castle-cary.co.uk). Do provide as much information as you can if you welcome the public, as we want to help you have a successful event.

### Banners

Space on the Market House frontage for banners is limited, so only one banner is allowed at a time, and must conform to certain standards. For details and to book the space, please call the Community Office: 01963 359631, or pop in during opening hours. Please book as soon as you can. Events in the Shambles take priority over events elsewhere.