



TOWN OF RANDOLPH, VERMONT

Office of Town Manager

Caterer Approval Policy

CURRENT VERMONT CATERING LAW SUMMARY

Catering in Vermont is defined by Title 7 V.S.A. § 2(6). A caterer's permit issued by the Liquor Control Board authorizes the holder of first and third class licenses for a cabaret, restaurant or hotel premises to serve malt or vinous beverages or spirituous liquors at a function located on a premises other than those occupied by a first, first and third, or second class licensee to sell alcoholic beverages.

In short, a catering license allows an entity holding a liquor license to serve alcoholic beverages at a location other than their licensed establishment.

According to General Regulation #5 of V.S.A. Title 7, when a licensed caterer wishes to cater an event away from their premises, they submit a request for catering to the municipality in which the event will occur in sufficient time for the application to be in the hands of DLC at least five days before the event. The municipality will either approve or deny the catering request. If approved, the request is submitted to the DLC and will eventually make it to the Investigator covering that locality. The Investigator will then ensure that the location meets all of the requirements outlined in Title 7.

All laws, rules and regulations must be adhered to at the catered event even if that event is a private event held on private property. Licensees are subject to an unannounced inspection by the local Investigator and are also subject to criminal or administrative proceedings in the event of a violation of Title 7.

CATERER APPROVAL PROCESS

All caterers must provide a completed application supplied by the Town Clerk or State of Vermont Department of Liquor Control.

The Selectboard shall review and may approve or disapprove each application at a regular or special Selectboard meeting. When there are time limits or constraints preventing a caterer's application from being presented at a regular Selectboard meeting, the Selectboard has delegated this task to the Town Manager and the following procedure shall be followed.

1. The Town Manager will review the caterer's application and determine approval or denial.
2. The Town Manager will notify all Selectboard members of the caterer's application in the manager's report. If the application was denied, an explanation of why will be included.

Adopted by the Legislative Body on the 19th day of April, 2011.

LEGISLATIVE BODY

Dennis Brown

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/s/Frank Reed
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/s/ Larry Richburg
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