

IBBERTON, BELCHALWELL & WOOLLAND VILLAGE HALL
Reg. Charity No. 1095817
www.ibbertonvillagehall.co.uk

KEY AGREEMENT

On behalf of.....

I agree:

1. To pay a deposit of £..... for a key to the main door of IBW Village Hall.
2. To keep the key in a safe place and not permit the key to be used to gain unauthorised access at the times booked, failure to do so will result in the withdrawal of the use of the key.
3. That should the key be lost, to make every effort to locate the key, but if unable to do so, to inform the bookings secretary of the hall committee of the loss as soon as possible. I understand a further £10.00 will be required for a replacement key.
4. At no time should the key be identified by label or otherwise as being that of IBW Village Hall. The address of the key holder is permissible to assist return should it get lost.
5. To present and re-sign for the issued key at A.G.M of the hall in..... (month) or within two weeks of the date of the A.G.M, or at the end of the hire period. Failure to do so could result in the withdrawal of the right to a key.
6. To return the key to the booking's secretary in the event of the above organisation ceasing to hire the hall regularly within one week of termination of hire arrangements, and that any deposit will be returned to the organisation named above.

Signed.....

Date.....