



HOLROYD CITY COUNCIL
KEY REGISTER FORM
CASUAL USER



PLEASE NOTE: This form only needs to be filled out if you are using Council's facilities for a meeting. Keys are not to be issued for Private Functions as a caretaker is provided to open and close.

DETAILS

Name of Facility To Be Used

Date of Use

Name of Hirer / Organisation

Name of Contact Person

Address of Hirer / Organisation

Work Telephone No.

Mobile

Home Telephone No.

I willingly accept the responsibility for holding the keys to the abovementioned facility. Furthermore, I agree that: -

- The group will leave the facility clean and tidy and in the manner in which it was found.
- The group will leave the facility fully secured.
- The key will be returned to Council's office on the day of use or the next working day as appropriate and depending on the time of use.
- Under no circumstances will any member of my organisation or party known to me, duplicate the key/s.

If any of the above conditions are not met, Council has the right to revoke the future use of this facility.

Signature: _____

Date: ____ / ____ / ____

OFFICE USE ONLY

KEY ISSUED

KEY RETURNED

Key Number Issued:

Key Number Returned:

Security Code Issued: Y / N

Card Number Returned:

Card Number Issued:

Key Deposit Refunded: Y / N

Key Bond Receipt No:

Staff Name:

Staff Name:

Date:

Date: