

# Key Loan Form

## Event / Organisation Name

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## User Details 1

First Name \_\_\_\_\_ Surname \_\_\_\_\_  
Email \_\_\_\_\_ Ph \_\_\_\_\_

## User Details 2

First Name \_\_\_\_\_ Surname \_\_\_\_\_  
Email \_\_\_\_\_ Ph \_\_\_\_\_

## Purpose / Activity

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I willingly accept the responsibility for holding a key to the Shire of Augusta Margaret River

I agree that:

- I will be the sole custodian of the key;
- I will not hand the key over to another individual or group;
- Under no circumstances will I or any member of my organisation duplicate the key;
- the key holder will leave the facility fully secured;
- The key will be returned to the Shire of Augusta Margaret River on the last date of use.

If any of the above conditions are not met, the Shire has the right to revoke future use of any keys.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Use Only

Key Number: \_\_\_\_\_

Date Loaned: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Returned \_\_\_\_/\_\_\_\_/\_\_\_\_

Loaned by: \_\_\_\_\_

Received by: \_\_\_\_\_