



TRIM Reference: _____

KEY AGREEMENT

In recognition of the provision of the following key/s:

DESCRIPTION	TAG No. and KEY No.

I _____ agree, on behalf of the
Name

_____ to:
Group, Club, Business, etc.

1. Take full responsibility for the safe keeping of the key/s and that usage of such premises will be in accordance with the CONDITIONS OF HIRE as provided by the Mullewa District Office, which includes DO NOT GIVE THE KEY/S TO ANY OTHER PEOPLE;
2. To return the key/s immediately should council request, or you no longer need;
3. Not allow any further keys to be cut;
4. Pay for the replacement, including lock and other keys if necessary, if any key is lost, damaged or otherwise unaccounted for. A minimum replacement cost will be \$140.00; and
5. Pay for any additional keys at the cost of \$40.00 each.

Conditions of Hire Read & Accepted

Conditions of Hire provided for Signatory

Name: _____

Position: _____

Phone Number: _____ Date: _____

Signature: _____

OFFICE USE	Date Key Returned: _____
	Officer's Name: _____