

Wretham Village Hall

Receipt For Keys

Received from: _____ Position: _____

Keys for function: _____

Declaration by hirer;

I accept full responsibility for the keys whilst they are in my possession and understand that, in the event of any damage to keys/locks or loss of keys, any costs incurred by the halls management to replace either the keys or locks at the hall will be deducted from the booking deposit held.

Signed: _____ Print: _____ Date: _____

The keys are to be returned either directly after the function has ended or at a previously agreed time. Deposits will not be released until the keys have been received back in good condition.

Keys returned to: _____ Date: _____

Registered Charity Commission No: 304125