

# Wretham Village Hall

## Receipt For Keys

Name of hirer: \_\_\_\_\_

Keys for function: \_\_\_\_\_ Date of function: \_\_\_\_\_

Date agreed for return of keys (please select one):

<input type="checkbox"/>	Immediately after the event (enter date)
<input type="checkbox"/>	At the end of a series of hires (enter the last date)
<input type="checkbox"/>	Until further notice, when bookings cease (regular hirers only)

The keys are to be returned as agreed above. Deposits will not be released until the keys have been received back in good condition.

Received from WVH Committee Member: \_\_\_\_\_ Position: \_\_\_\_\_

### Declaration by hirer;

I accept responsibility for closing all windows and locking doors at the end of each hire. I also 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 Hall's management, to replace either the keys or locks at the hall, will be deducted from the booking deposit held.

Signed: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

Keys returned to: \_\_\_\_\_ Date: \_\_\_\_\_