



Sway Parish Council

Jubilee Field Pavilion, Station Road, SWAY

Lymington, Hants., SO41 6BE

Tel No 01590 718116

Email: clerk@sway-pc.gov.uk

Jubilee Pavilion Key Holder Agreement

I acknowledge receipt of key(s) to the Jubilee Pavilion.

I agree that:

The use of the key(s) is only for legitimate usage of the pavilion and emergency access.

The safekeeping of the key(s) is my responsibility and when not in my possession, it is/they are appropriately secured.

The key(s) is/are not to be loaned or copied without the express permission of the Parish Clerk or Chairman of the Council.

To immediately report any loss or theft of the key(s) to the Parish Clerk.

That the key(s) is/are returnable to the Parish Clerk on demand.

Signed.....Dated.....

Name (Please print).....

Organisation.....

Date key returned to Clerk.....Signed.....