

**South Heighton Parish Council**  
**3. Key Holder Agreement (Short-Term)**

(Please print)

Type of Activity / Use / Event : .....

Group/Organisation Name : .....

Key Holder : .....

Position in Group/Organisation : .....

Key Holder's Address and Post Code : .....

.....

Contact telephone number : .....

The key holder will normally collect and sign (see below) for the key to the main access gate to the Recreation Ground from the Parish Council Representative at the pre event inspection site visit and return it at the post event inspection site visit. The cheque deposit of £50.00 for the key submitted with the Application Form 1. will be held by the Parish Clerk and will be destroyed when the key is returned. Should the lock/key be lost and/or damage the deposit cheque will immediately be cashed and the key holder and/or the event organisers, referred to above, will be invoiced for the final cost of replacing the lock/key should this exceed the £50 deposit.

Following the approval of the Application Form 1, those signing below and holding a key (the "key holder") on behalf of the group/organisation named above, do so in agreement that they and the club/organisation (the "event organisers") will abide by the terms and conditions as set out in this agreement (a copy of which will be given to and should be retained by the key holder).

The key holder is responsible for ensuring the compliance with these conditions/requirements.

1. The key holder is solely responsible for the key they are issued with and the respective lock on behalf of the event organisers and for returning the key to the Parish Council on the termination of the event.
2. If the key or lock should be lost or stolen whilst the key is signed out to the key holder, they or a representative of the event organisers must immediately notify the Chairman and Clerk of the Parish Council by phone and email (details are in the Parish Council Notice Board and on the Council's website).
3. Should the key or lock be lost or stolen whilst signed out to the key holder, the full replacement cost of the lock and/or provision of additional keys will be borne by the key holder and/or the event organisers.
4. The key holder must not, under any circumstances, make, or allow, a copy of the key to be made.
5. The key holder must not, under any circumstances, lend the key to any other party or anyone else wishing to gain access to the Recreation Ground, other than the emergency services.
6. The key holder must be on site at all times during the event to ensure access can be achieved by emergency services vehicles in the event of an accident/emergency.
7. The key can only be used to open the gate for the purpose of allowing access to the Recreation Ground for the running of the above named event on the date(s) specified in the Application Form 1.
8. The gate should always be closed and locked immediately after access to the Recreation Ground has been gained.
9. The gate should only be left unlocked when the key holder, or an authorised member of the event organisers, is in attendance at the gate to supervise and control access.
10. The event organisers are responsible for ensuring adequate supervision and safety in respect of the movement of vehicles in the Recreation Ground once they have been given access and compliance with the Parish Council's document 4. Control of Vehicle Access and Manoeuvring Requirements.
11. The key holder and event organisers are solely responsible for the security of the Recreation Ground for the duration they hold the key and will be responsible for any damage or costs incurred should there be any unauthorised access during this period.

**Signed on issuing of key number**

**Date:**

For SHPC

For Group/Organisers – Key Holder

**Signed on return of key**

**Date:**

For SHPC

For Group/Organisers - Key Holder