

## Melbourn Parish Council Key Holder Agreement

This Key Holder Agreement (the "Agreement") is made and entered into as of

[Date]\_\_\_\_\_

by and between

Melbourn Parish Council (the "Council") and

[Key Holder's Full Name]\_\_\_\_\_ (the "Key Holder").

The purpose of this Agreement is to outline the responsibilities and obligations of the Key Holder with respect to the use and safekeeping of keys to The Moor car park (the "Premises").

### Key Holder Details

**Name** (including Group if applicable)

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**Address**

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**Phone number**

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**Email**

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### Responsibilities of the Key Holder

1. **Safekeeping:** The Key Holder agrees to keep the keys to the Premises secure at all times and not to duplicate, lend, or share the keys with any unauthorised person. The key remains the property of the Council at all times.
2. **Access:** The Key Holder agrees to use the keys solely for the purposes authorised by the Council and not to allow unauthorised access to the Premises.
  - I. The key is to allow opening and closing of the locking entry gate, during the car park's official closure times, but where access is required by the key holder, for their pre-approved purposes only.
  - II. I understand that during closure times, I must open, close and lock the gate both upon entry and exit of any vehicle, to prevent others (not associated with my group) from parking in the Premises.
3. **Reporting loss, theft or misuse:** The Key Holder agrees to immediately report the loss, theft, damage or misuse of the keys to the Council.
4. **Return of keys:** The Key Holder agrees to return the keys to the Council upon request or upon termination of their role as Key Holder.
5. **No alterations:** The Key Holder agrees not to alter or replace any locks without prior written consent from the Council.

### Termination

This Agreement may be terminated by either party at any time with written notice to the other party. Upon termination, the Key Holder must return all keys to the Council immediately.

## Melbourn Parish Council Key Holder Agreement

### Acceptance

By signing below, the Key Holder agrees to abide by the terms and conditions outlined in this Agreement.

### Signed by:

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[Key Holder's Full Name]

Date: \_\_\_\_\_

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[Authorised Parish Council Representative's Full Name]

Date: \_\_\_\_\_

### Parish Council Contact Information:

<b>Name</b>	<b>Melbourn Parish Council</b>
<b>Address</b>	Melbourn Community Hub 30 High Street Melbourn South Cambridgeshire SG8 6DZ
<b>Phone number</b>	01763 263303 ext 3
<b>Email</b>	parishclerk@melbournparishcouncil.gov.uk

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