

# FACILITY KEY ISSUE REQUEST



6177 Great Northern Highway  
PO Box 70  
BINDOON WA 6502

(08) 9576 4600

chatter@chittering.wa.gov.au  
www.chittering.wa.gov.au

Office Hours  
8:30am – 4:30pm  
Monday to Friday

This form must be completed by a current office bearer of the Club and be over the age of 18 years.

## CLUB DETAILS

Club Name			
Annual User Agreement Dates	Date from	Date to	
Club Representative Name		Contact Number	
Club Representative Name		Contact Number	
Club Representative Name		Contact Number	
Keys for Venue	<input type="checkbox"/> Muchea Hall & Cricket Shed	<input type="checkbox"/> Muchea Light Tower	<input type="checkbox"/> Lower Chittering Hall

I/We acknowledge that for the current Annual User Agreement the above mentioned club members hold venue keys for the selected venue/s. The club representatives have been issued a key and agree to the conditions specified below.

## KEY HOLDER CONDITIONS

- 1) Access to the Precinct is permitted only for dates and times as provided to the Shire for fixtures and season functions;
- 2) Future changes to days and times must be approved by the Shire prior to initiating;
- 3) Additional times for functions etc. must be booked through and confirmed by the Shire;
- 4) To ensure no unauthorised access the Club will ensure all areas are locked prior to leaving the Facility;
- 5) The signatory is required to be at least 18 years of age in order to sign this form;
- 6) The Annual Hirer User Agreement Form will be adhered to;
- 7) Should the responsible officer signing this form cease to be an office bearer of the Club, the Club will ensure advice is provided to the Shire of Chittering and a new agreement form is completed;
- 8) Keys cannot be passed on to any other person;
- 9) If the key is misplaced / lost, contact Technical Services at the Shire of Chittering Administration on 9576 4600 to arrange replacement of the key at your cost.

The Shire of Chittering reserves the right to withdraw the approval of access to the Facility and advice of such will be made in writing.

**Note:** Change to key holders must be endorsed by a Shire representative with appropriate paperwork completed **PRIOR** to receiving keys.

I/We have read the Conditions of Use present on the Annual User Agreement form and acknowledge that Hirers, who do not leave the premises in an acceptable condition after each use, will have the cost of rectification charged to them.

Applicant Name			
Signature		Date	/ /

## OFFICE USE

Keys Approved	Yes / No	Date	/ /
Officer Name		Signature	