

# MARTLESHAM HEATH PAVILION KEY HOLDERS

**NOTE: All key holders must be notified to the Booking Secretary via this form**  
(PLEASE USE CAPITAL LETTERS)

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| <b>Name of club/group/organisation</b> |
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|                                    |         |        |
|------------------------------------|---------|--------|
| <b>NAME OF MAIN KEY HOLDER</b>     |         |        |
| <b>Key holder's phone numbers:</b> |         |        |
| Daytime                            | Evening | Mobile |
| <b>Email</b>                       |         |        |
| <b>Address</b>                     |         |        |
| <b>Postcode</b>                    |         |        |
| <b>KEY HOLDER'S SIGNATURE:</b>     |         |        |

|  |         |        |
|--|---------|--------|
| <b>NAME OF ADDITIONAL KEY HOLDER</b> <i>(if any)</i> |         |        |
| <b>Key holder's phone numbers:</b>                   |         |        |
| Daytime  | Evening | Mobile |
| <b>Email</b>   |         |        |
| <b>Address</b>                                       |         |        |
| <b>Postcode</b>                                      |         |        |
| <b>KEY HOLDER'S SIGNATURE:</b>                       |         |        |

|  |         |        |
|--|---------|--------|
| <b>NAME OF ADDITIONAL KEY HOLDER</b> <i>(if any)</i> |         |        |
| <b>Key holder's phone numbers:</b>                   |         |        |
| Daytime  | Evening | Mobile |
| <b>Email</b>   |         |        |
| <b>Address</b>                                       |         |        |
| <b>Postcode</b>                                      |         |        |
| <b>KEY HOLDER'S SIGNATURE:</b>                       |         |        |

|  |         |        |
|--|---------|--------|
| <b>NAME OF ADDITIONAL KEY HOLDER</b> <i>(if any)</i> |         |        |
| <b>Key holder's phone numbers:</b>                   |         |        |
| Daytime  | Evening | Mobile |
| <b>Email</b>   |         |        |
| <b>Address</b>                                       |         |        |
| <b>Postcode</b>                                      |         |        |
| <b>KEY HOLDER'S SIGNATURE:</b>                       |         |        |

**IMPORTANT SECURITY NOTICE:**

Every regular Hirer of Martlesham Heath Pavilion is issued with one main door key, one small store room key and one window key. If additional keys are required, it is the responsibility of the Hirer to get extra copies cut. However, ALL keys must be handed over to the Pavilion Management Committee if the Hirer stops using the Pavilion.

Key holders' signatures above indicate their agreement to maintaining the safe-keeping of the keys and ensuring that the Pavilion is properly secured when leaving the premises.