

**Downer Community Centre
KEY BOND AGREEMENT FORM**

Key id#: _____ Date received by Hirer: _____

Access: East Room East Hall & Kitchen East/West Hall Link
 West Hall West Room Other: _____

Hirer's Name _____
(please print full name)

Address: _____

Phone #: (H) _____ (W) _____

on behalf of Organisation (if relevant): _____
(please print full name)

Bond paid: \$ _____ Cash: received by _____
(print name of DCA representative)

\$ _____ Cheque: # _____ Drawer: _____

DCA Receipt #: _____

By signing for this key, you accept responsibility for the following:

- Ensuring security is maintained for the Downer Community Centre and key. The individual who signs for this key is responsible for ensuring that room/s used are secured after use, and for the safety of Centre key/s. Centre keys must not be passed on to any individual who has not signed this Agreement.
- Following guidelines for Centre use regarding cleaning and maintenance.
- The conduct of your guests/group members; any damage caused during your hire of the facility; the security of the building during and after your usage.
- Notification to the DCA if Hirer/s wish to access the Centre at any time other than the hours for which the Hirer is billed (which are listed on the Hire Agreement Form).
- Timely notification to DCA representative if problems arise; timely return of the key at request of DCA.

*All or part of the bond will be retained if the hirer does not meet any of the above responsibilities. Bond will be returned after DCA representative has received the key and viewed the premises. Return of bond will be by direct deposit into a nominated bank account, or by cheque payable to the Hirer or nominated Organisation. **Please use the 'Refund of Deposit' form to claim back bond.***

I have read the conditions listed above and agree to abide by them.

Signed: _____

Witnessed by DCA representative: _____

For DCA office use:	
Date key returned: _____	Signed in by DCA representative: _____
Date key bond returned: _____	
DCA cheque #: _____	Date of cheque: _____

Key bond agreement