Key Holder Agreement

Between: **Nanaimo Equestrian Association (NEA)**

And: **The Key holder**

Name: _____

Individual Member or Club Member/Representative Name

Address: _____

Phone Number: _____ E-mail address: _____

The Key holder wishes to hold a set of keys for access to, and use of, the equestrian facilities at **Beban Park**, 2300 Bowen Road, Nanaimo, BC.

In Consideration of NEA issuing keys to the Key holder, the Key holder agrees to the following terms and conditions:

1. **Membership:** The Key holder is either an official representative of a Member Club of NEA, or a current Individual Member of NEA in good standing.
2. **Access:** The Key holder may only access the facility with a booking arranged through the NEA booking agent. Un-booked usage may result in loss of membership and key.
3. **Key Loan:** Only official representatives of a Member Club of NEA may loan their keys out and then only to another member of their club. The other club member must have a current Waiver on file with NEA and agree to all the terms and conditions of the Key holder agreement while the keys are in their possession. Keys must be returned to the Club Representative at the end of the loan period.
4. **Waiver and Release of Liability:** Individual Key holders must have signed a copy of the Waiver and the Individual Use contract. Their terms form part of this contract.
5. **Security:** The Key holder is responsible for keeping the keys secure, recovering them from other club members if lent out, and reporting any lost or stolen keys immediately to NEA.
6. **Deposit:** A $50 refundable deposit is required at the time the keys are issued to a Key holder. The deposit will be returned to the Key holder upon the return of a full set of keys. Lost keys will result in forfeiture of the deposit.
7. **Cancellation:** NEA may cancel this contract and recall the keys at any time for any reason.
8. **Alarm System:** There is an alarm in the Agriplex and in the Club House. When issued keys you will also get an alarm code, this will be deactivated when membership expires.

Signature of Key holder _____ Dated: _____

Signature of NEA representative _____ Dated: _____

Key numbers issued: _____ **Deposit amount paid:** _____

Date Keys Issued: _____ **Deposit amount returned:** _____

Date Keys returned: _____ **Date Keys reported Lost:** _____

Updated December 2018