

# 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.
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.

Signature of Key holder \_\_\_\_\_ Dated: \_\_\_\_\_

Signature of NEA representative \_\_\_\_\_ Dated: \_\_\_\_\_

<b>For office use only</b>	
<b>Key numbers issued:</b> _____	<b>Deposit amount paid:</b> _____
<b>Date Keys Issued:</b> _____	<b>Deposit amount returned:</b> _____
<b>Date Keys returned:</b> _____	<b>Date Keys reported Lost:</b> _____