

THE WEST STOCKWITH GERTRUDE MORRIS  
MEMORIAL HALL CHARITY

Registered Charity Number: 228098

Registered Address: c/o Benedict Cottage, Canal Lane,  
West Stockwith, Nottinghamshire DN10 4ET

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**KEY RECEIPT FORM**

Date: \_\_\_\_\_

Key(s) Issued To: \_\_\_\_\_

Door Applicable: \_\_\_\_\_

Upon receipt of key(s), I assume the following responsibilities:

1. Loaning or duplication of key(s) is strictly prohibited. Key(s) shall remain in the possession of the assigned holder at all times.
2. Lost or stolen key(s) will be reported to the Charity Secretary as soon as possible.
3. In the event the key(s) is lost, the responsible person will be held accountable and liable for the reimbursement cost of the replacement key(s)/lock(s)

\_\_\_\_\_  
Signature of person receiving keys(s)

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Charity Secretary Signature

\_\_\_\_\_  
Date:

**KEY(S) RETURNED:**

Date key(s) returned: \_\_\_\_\_ Key(s) returned by: \_\_\_\_\_

Reason for return: \_\_\_\_\_

Charity Secretary Acknowledged Receipt: \_\_\_\_\_