

Leasowe Community Centre
Twickenham Drive
Leasowe
Wirral
Ch46 1RU

To All User Group Leaders (Keyholders)

In order to conform to our quality assurance procedures we would be grateful if you could sign and return the attached form as soon as possible. If anyone would like to re-familiarise themselves with the opening and closing procedure or Out of Hours Fire Procedure, please do not hesitate to contact:

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Name of group

Group leader (Keyholder)

I am the keyholder for the group (signatory on booking form)

I have read and understood the conditions of hire and the opening and closing procedures.

I have read and understood the Out of Hours Fire Procedure.

I understand that keys should not be copied or passed on and shall be returned at the end of our Hire Agreement.

Signed Date