



Key Holder Agreement

Name: _____

Address: _____

Phone: _____

Email: _____

I agree to :

- Not to make any copies of any of the keys(s).
- Always make sure that I have locked all doors and windows on departure.
- Make sure the heating and lights are OFF on departure unless otherwise requested.
- Leave the rooms/hallway/communal spaces as I have found them; cleaning up after my class or client.
- Return the key(s) to the key safe and scramble the code.
- Fee if key is lost: £12.

I have read and understood the above.

Signed: _____

Date: _____

Emergency contact: Stuart Morton – 07769 553295
Grove Farm Wellbeing Hub, Aylsham Road, Swanton Abbott, Norfolk NR10 5DL