**Newcastle Yacht Club New/Replacement Key Application**

The Key Policy (available online) at Newcastle Yacht Club is aimed at giving those with Senior/ Family memberships who have been approved access to the club outside official club activities.

To make this work, a key register has been created for all registered key holders and the keys individually marked. This system is necessary to ensure the security of both Club and members’ boats and equipment.

If a new key is required, please fill in appropriate details and return to NYC Committee for consideration. (Grey Boxes for official use only)

Should a key be lost, it must be reported immediately to the Club and if stolen also reported to Police. If a replacement key is required, then fill in appropriate details and return to NYC Committee for consideration.

After appropriate investigation and at the discretion of the committee a replacement key may be issued.

**Application for new key Cost £10: enclosed** **received** **returned** 

|  |
| --- |
| Name of Member (this will be the registered user): Contact Number: |
| Key Number: |
| Date Key Accepted and by whom |
| Reason if declined: |

**Details of Lost/Stolen Key**

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| --- |
| Name of Registered user |
| Key Number |
| Date Lost/Stolen |
| Date Reported |
| Location Lost/Stolen (reported to Police**:** ) |

**Details of Replacement Key Cost £25: enclosed** **received** **returned** 

|  |
| --- |
| Key Number |
| Date New Key accepted and by whom |
| Reason if declined: |

*I**have read and agree to abide by all of the conditions of the Newcastle Yacht Club Key Policy at all times.**I acknowledge and accept receipt of a* ***new/ replacement*** *NYC Club key (delete as appropriate) in accordance with the Newcastle Yacht Club Key Policy. I will inform the club immediately if the key is lost or stolen. I will return the original key immediately should it be found.*

*Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Note:** At all times the key remains the property of Newcastle Yacht Club. Keys may only be allocated to individuals with full membership and cannot be passed on to any other member (those eligible for keys, must obtain them through the correct channels).