

Hotel _____
HOUSE BANK AGREEMENT

I, _____ HEREBY ACKNOWLEDGE receipt of the
sum of _____

_____ (_____) ("the Bank") from a registered firm
carrying on business as "Hotel _____" to be held by me on trust for the
Hotel for my use in performing my day to day duties as a Cashier in employment with the
Hotel.

I HEREBY AGREE as follows:

- (a) That I shall be responsible for the safe-keeping of the Bank and its return to the Hotel on demand (which may be oral or in writing) in its entirety free of any deduction or set-off. Any shortfall in the Bank at the date of the repayment to the Hotel may be deducted without further notice from any moneys then due to me or which may at any time thereafter become due to me from the Hotel.
- (b) That I shall comply with all requests or directions from the Hotel Controller or his representative or any other duly authorized designated person in respect of the audit of the Bank.
- (c) That I shall upon request from the Hotel Controller or his representative supply to the Hotel Controller any information at any time relating to the Bank and its operation.
- (d) That I will not transfer or deliver the Bank or any part thereof to any person unless authorized in writing by the Hotel Controller.
- (e) That I shall keep the Bank when not in use in the safe deposit box assigned to me and at all times keep the key in my personal possession. If I lose or misplace the key I shall be responsible for the cost of replacing the safe deposit box lock.
- (f) That I will submit a daily report in respect of the Bank and all other moneys received by me on behalf of the Hotel to the Accounting Department of the Hotel such report to be in the form required by the Accounting Department of the Hotel.
- (g) That I shall comply with all rules and regulations relating to the Bank as may be established by the Hotel from time to time.

Signed: _____ Date: _____

Witnessed By: _____ Position: _____

Safety Deposit Box No: _____

Issue Approval: _____
FINANCIAL CONTROLLER