



ALTON TOWN COUNCIL BENCH SPONSORSHIP POLICY 2018

Benches are available to donate to the council in order to commemorate a loved one or allow members of the public to make a dedication of their choice. Donated memorial benches can be placed in many of Alton Town Council's owned or managed open spaces.

These are:

St Lawrence Churchyard	- wooden, hardwood formal bench
Anstey Park	- wooden or recycled, formal benches
Barley Fields	- wooden, hardwood or rustic style benches
The Butts	- wooden, hardwood or rustic style benches
Flood Meadows	- wooden, hardwood formal bench
Greenfields	- wooden, hardwood or rustic style benches
Holybourne Play Area	- wooden, hardwood formal bench
Jubilee Playing Fields	- wooden, hardwood formal bench
Kings Pond	- wooden, hardwood or rustic style benches
Public Gardens	- wooden or recycled formal bench
Windmill Hill	- wooden rustic style benches

Options & Charge

The council offers four donated memorial bench options.

One is to donate a new formal hardwood bench, complete with a stainless steel plaque with a dedication of your choice.

The second option is to donate a new recycled bench, complete with a stainless steel plaque with a dedication of your choice.

The third option is to donate a new rustic style, complete with a dedication of your choice.

The fourth option is to sponsor a re-furbished bench (subject to availability) with a new plaque attached complete with a dedication of your choice.

Third Party Bench Provision

Unfortunately we do not permit third parties to provide their own benches for installation on Town Council land. There are several reasons for this;

- No guarantee of quality or longevity (ATC provides high quality benches, made to last and designed for public use).
- We endeavour to keep a uniform appearance to all benches in each particular site around the Town. If people start supplying their own benches we will have different types of benches

New Bench – sizes and costs

The standard formal hardwood bench is 1.8m wide, made of a suitable hardwood (usually Iroko). The price includes a standard sized stainless steel plaque, security fixed to the back rail of the bench. Cost £1095.00

The standard rustic bench is approx 1.8m wide, hand made to order. The price includes an engraved memorial written on to the back rail of the bench. Cost £850 - £1000 depending on individual specification.

The standard recycled bench is 1.8m wide, black Enviropol). The price includes a standard sized stainless steel plaque, security fixed to the back rail of the bench. Cost £852.00

The charge for donated memorial bench is VAT exempt and is inclusive of the provision of plaque, bench, installation and 10 years maintenance. The charge may alter from time to time as and when the council reviews its fees and charges

A £150 non-refundable deposit is required prior to your order being processed; this is to cover the cost of the plaque.

The fee covers the following:

- Supplying of the bench.
- Stainless steel plaque and inscription. The standard stainless steel plaque measures 63 x 152mm. Length of inscription 5 lines or under with no more than 36 characters in any line. Non-standard plaques are available at an extra cost that would also be payable in advance of any order being placed.
- Base and installation (if a base is not required then the appropriate amount relating to this will be deducted from the cost)
- Contribution to ten years maintenance.

The council will invoice the applicant for the remainder of the fee after the seat has been delivered, prior to installation.

Re-furbished Bench & Plaque

The charge for providing an existing re-furbished donated memorial bench is £500 (VAT exempt) and is inclusive of the provision of plaque, re-furbishing a bench, installation and 10 years maintenance.

The charge may alter from time to time as and when the council reviews its fees and charges. A £150 non-refundable deposit is required prior to your order being processed; this is to cover the cost of the plaque.

The fee covers the following: -

- Providing existing re-furbished bench.
- Stainless Steel Plaque and Inscription. The standard stainless steel plaque measures 63 x 152mm. Length of inscription 5 lines or under with no more than 36 characters in any line. Non standard plaques are available at an extra cost that would also be payable in advance of any order being placed.
- Installation on existing base.
- Contribution to ten years maintenance.

The council will invoice the applicant for the remainder of the fee after the seat has been refurbished, prior to installation.

Maintenance

New and re-furbished donated memorial benches will normally remain on site for a period of ten years, after which time they become available for re-dedication by the council. During the 10 year period the maintenance and reasonable repairs for the bench will be the responsibility of the council (the cost of which is included in the fee detailed above).

Vandalism and Damage

If the bench is damaged beyond repair the council will remove it. We will look to offer a replacement but this will be at the standard charge applicable at the time. The council does not hold insurance cover for the damage, loss or destruction of benches. The council will not replace benches that are lost or damaged beyond repair. The donor of the seat will be notified if this is the case.

Waiting Time

Applications for donated memorial benches are processed all year round. On receipt of a request the council will respond within 10 working days. Once an application has been approved it may take up to 12 weeks for the installation of a bench and plaque.

Conditions of Dedication

Donated memorial benches are installed for a fixed term of ten years. At the end of the ten year period the council will attempt to contact the seat donor and offer to extend the period based on the charge of the service at that time of renewal. If after ten years a new period is not entered into the bench will be removed or refurbished and be made available for reallocation to a new donor.

The council will try and accommodate the applicant's preference for the bench location. The council reserves the right to refuse an application if the preferred location is unsuitable and to offer an alternative site.

Once the seat has been installed it becomes the property of the council. The council then takes liability and responsibility for all maintenance requirements. No maintenance of any kind should be undertaken by the donor, their family or their representatives.

The Town Council's open spaces are there for the enjoyment of everyone and as such are not considered to be 'memorial' gardens. Therefore, floral tributes or any other memorabilia are not permitted to be left on or at seat locations. Any such items found will be removed by the council.

At the end of the dedication term, and where it is not possible to contact the seat donor to offer to extend the period or where the seat donor chooses not to renew the donation, the council may remove the memorial plaque and where reasonably practicable return it to the bench donor. The bench will then be refurbished and made available for reallocation to new donors.

It is the responsibility of the donor to notify the council if your address or contact details change.