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|  WCCBK | **PARKS & CEMETERIES SERVICE** |

**DONATED BENCH SCHEME**

Donating a memorial bench to commemorate a loved one can be arranged in many of Westminster’s parks, gardens and cemeteries. The standard charge for this service is £1,336.20 (incl. VAT) which provides for the supply and installation of a memorial bench, an inscribed dedication plaque and maintenance for a ten year period.

**Location**

The Parks & Cemeteries Service will endeavour to accommodate requests for a bench to be placed at a specific location within a park, garden or cemetery but reserves the right to relocate benches within the same open space if required. No further applications are being accepted for donated benches in Mount Street Gardens at the current time. Applications for Berkeley Square Gardens are also only accepted on behalf of those with a direct connection to the Square. Please also note that the council does not manage the Royal Parks (Green Park, Hyde Park, Regents Park and St James’s Park).

**Bench Design**

The standard Westminster Bench is a classic hardwood bench built by highly skilled carpenters using traditional joinery techniques. The bench, which is bespoke to Westminster parks, is 1.95m wide and commonly has two central arm rests. A small number of parks and gardens have different bench designs and the standard charge will apply at these locations. Once installed the bench shall become the property of the council.

**Vandalism and Damage**

The council will maintain the bench and plaque in line with its standard maintenance schedules. In the unlikely event that the dedication plaque is damaged or stolen within twelve months of installation then this shall be replaced at the council’s expense. If a bench is damaged beyond repair however the council will remove it and inform you of this. A replacement bench will be at the standard charge applicable at the time.

**Inscription**

The inscription can be up to a maximum of 120 characters and spaces on four rows. It is preferable if the wording for the plaque contains some reference to the park or garden.

**Timescale**

Once your application form and payment have been processed the council will purchase the bench, have the plaque inscribed and arrange for installation. This will typically take approximately 8-12 weeks. You will be informed when the bench has been installed.



**Name: ................................................................................**

**DONATED BENCH APPLICATION FORM**

**Address: ..............................................................................................................**

 **..............................................................................................................**

 **................................................ Post Code: ..............................**

**Contact Telephone No: ......................................................................................**

**Email: ..............................................................................................................**

**Application to place a bench in: ..........................................................................**

**Preferred Location: ..................................................................................................**

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**Plaque Inscription**

Please write your inscription below, inserting one letter in each square of the grid. Please leave a space after each word (maximum 120 letters/spaces).

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Please send your completed application form and payment to:

 Mr Kris Laskowski

 Branson Leisure Ltd

 Fosters Croft

 Foster Street

 Harlow

 Essex, CM17 9HS

Please contact Branson Leisure Ltd for payment details Tel 01279 432151

For advice only, please contact Mr G Wise on:

Telephone: 07817 053888

Email: gwise@westminster.gov.uk

**Please note**. Paddington Recreation Ground does not form, a part of the Parks Donated bench scheme. Enquires to be sent to the General Manager at Everyone Active, Paddington Recreation Ground, Maida Vale, W9 1PD