

DRAFT Commemorative benches and trees policy

Commemorative benches

This policy applies to all free-standing benches owned and/or managed by the City of London Corporation primarily in parks, gardens and churchyards in the City of London and some areas of the public realm where the positioning of commemorative benches is deemed appropriate. The policy is aimed at individuals wishing to commemorate loved ones or special occasions.

The Offer

A 1.95m bench with a stainless-steel plaque [figure 1] and inscription of the sponsors choice. The bench is constructed out of sustainability sourced Iroko wood and includes two centralised arms.

The plaque is manufactured from standard stainless steel and is 150mm x 50mm (6 x 2") in size. The plaque can accommodate an inscription of approximately 150 characters including spacing and punctuation. The inscription will be subject to approval by the City of London Corporation. Additional charges may apply to variations from the standard plaque.

Location

The City of London offers commemorative benches primarily in parks, gardens and churchyards in the City of London as these are more typically areas of peace and reflection as well as being less susceptible to damage and relocation. Sites outside these areas will only be considered if the environment is similarly appropriate.

The City of London Corporation reserves the right to determine the exact location of the commemorative benches. The sponsor may choose a preferred location based on availability at the time of the request. New commemorative benches are usually sited where current, undedicated benches currently exist. Bench locations have been carefully considered to provide seating where needed while providing clear routes of access for all. Due to works or development it may be necessary to either temporarily or permanently remove or relocate the bench at any time.

Duration

The fee covers for the bench to be maintained for a minimum of ten years. After this date benches will remain in place until the end of their useful life or until they are beyond repair. If this occurs, we will attempt to contact the sponsor to discuss the options available for further sponsorship.

Fee

The cost to sponsor a bench with a commemorative plaque in a location in the City of London is £1980 + VAT. Payment in full (non-refundable) should be made once the application form has been submitted and a location confirmed.

Your sponsorship fee covers the placing of a bench with inscribed plaque, plus administration and maintenance costs for a period of ten years beginning from the installation of the bench.

The bench and plaque are made to order with delivery approximately 5-10 weeks from the date when the order is placed. Once received an installation date can be arranged.

The fee will be reviewed regularly and may be subject to change.

Ownership

The commemorative bench will remain the property of the City of London Corporation at all times.

Aftercare

As part of our standard programme, a sponsored bench will receive an annual inspection. In the event of a bench being damaged or vandalised beyond repair or serviceable use, we are prepared to cover the cost of one full replacement bench per sponsorship period. If the bench continues to be vandalised, it may be necessary to relocate the bench to an alternative location.

Additional memorabilia such as photos, statues, flowers and balloons are not permitted and will be removed.

Criteria

The criteria for applying for a commemorative bench will be that they are for someone:

- who has died
- who had a connection with the city

Commemorative Plaque

The inscription on the plaque:

- will be in English
- will not detail how the person died
- give their name, date of birth and date of death and can include a short sentence such as “they will be missed”, “who loved this place”

The wording will ultimately be approved by the City Gardens Manager.

Waiting list

Where demand for new commemorative benches cannot be met within specific locations, applicants may choose to be added to a waiting list. The waiting list will be capped at a maximum of 50 applicants for all locations covered by the policy.

Commemorative trees

The City of London Corporation does not offer commemorative trees. A separate document will be developed for opportunities to make a donation to plant trees or to sponsor a tree and for this contribution be acknowledged.

Figure 1 – 1.95m bench with two central arms

