

Bereavement Services Memorial Bench Terms and Conditions



Donating a Memorial Bench

Bereavement Services are pleased to accept the donation of memorial benches from the public or other organisations. Donated benches become the property of Derby City Council once installed.

Within the grounds of the crematorium and cemeteries in Derby city there are limited opportunities to locate memorial benches, which will be used and welcomed by our many visitors.

In all cases the location of a memorial bench must be agreed with Bereavement Services.

The memorial bench **must** be always available for use by all visitors to the site. Any items considered by the council to impede access will be removed without prior notice.

Maintenance of the memorial bench will be the responsibility of Derby City Council. The Council have the right to remove any seat considered to be unsafe without prior notice.

All memorial bench plaques will be installed on a lease basis, lease will be for 5 years and is renewable. At the time of lease renewal, the safety of the bench will be confirmed, any maintenance required will be arranged by Derby City Council. If the lease is not renewed the plaque will be removed and saved for 3 months to enable collection, the plaque will be destroyed after 3 months.

Conditions

Bereavement Services will only accept a memorial bench donation under the following conditions.

1. The location of the memorial bench has been approved by Bereavement Services.
2. Any inscription on a plaque must be approved in advance. The council reserve the right to refuse any inscription which may be offensive to other site visitors. Approval must be requested for any changes after the seat has been installed.
3. Bereavement Services will arrange the purchase and installation of the memorial bench and any plaque.
4. The full cost of purchase and installation will be required at the time of ordering.
5. Due to external factors, e.g. delay in manufacture, Bereavement Services cannot guarantee exact timescales for seat installation.
6. Should the memorial bench become damaged beyond economic repair, in opinion of the Council, it will be removed. No commitment is given to either replace the bench or to transfer any memorial plaque to another memorial bench.
7. The memorial bench **must** be available at all times for public use. No flowers, ornaments or other items may be placed or attached to the seat or left in the surrounding area. Any such items will be removed without prior notice.

8. The area surrounding the memorial bench **must** remain clear to allow access. Items impeding access will be removed without prior notice.