

Teignmouth Town Council



Memorial Bench Terms & Conditions 2021/22

1. DEFINITIONS

- a. The **DONOR** shall refer to the person signing these Terms & Conditions.
- b. The **COUNCIL** shall refer to Teignmouth Town Council, including its officers, servants, agents, or any person nominated by them.

2. OWNERSHIP

- a. Any memorial benches produced by the council shall remain its property, in the name of the donor.
- b. Benches are non-transferable between donors.

3. LIFESPAN

- a. The maximum lifespan of any memorial bench produced by the council is 10 years from the date of installation.
- b. Upon payment of the appropriate fee (see section 5 below), the donor may request that the bench in their name be refurbished. Doing so will reset the 10 year lifespan at the date of reinstallation of said bench.
- c. Any bench that has reached the end of its lifespan and has not been scheduled for refurbishment shall be removed.

4. MAINTENANCE

- a. The council shall be liable for basic maintenance of the bench only.
- b. The council reserves the right to remove any bench which has become significantly dilapidated.
- c. The council is not liable to replace any bench that has been removed, totally destroyed, or lost to the sea. Should the donor require a replacement the full cost of a new bench is payable.

5. COSTS

- a. These costs are correct only for the year (1st of April to the 31st of March) listed at the top of this document.
- b. The council reserves the right to alter these costs each year as it sees fit.
- c. A new memorial bench, inclusive of construction and installation, shall require a donation, the cost of which shall be subject to change and will be notified at the time of receipt of a signed form (inc. vat) plus the cost of the plaque.

- d. Plaques are purchased by the council, on behalf of the donor. Donors are required to submit their wording in advance, as the cost of plaques is dependent upon the wording.
- e. Plaques cannot be altered once ordered. Alterations to wording will require the purchase of a new plaque, as above.
- f. Refurbishment of the donor's bench (as mentioned in section 3) will be available for a further donation set at the cost at the time of refurbishment.

6. CONTACT DETAILS

- a. It is the responsibility of the donor to inform the council of the following contact information before any memorial bench provision is approved:
 - i. Postal address (required);
 - ii. Telephone number (required);
 - iii. Email address (optional).
- b. It is the responsibility of the donor to inform the council of any change in contact details.
- c. The council is not to be held responsible for correspondence not being received by the donor if the donor has not informed the council of any changes to their contact details.

7. RESPONSIBILITIES & INDEMNITIES

- a. The council is responsible for:
 - i. Construction and installation of the memorial bench
 - ii. Basic maintenance of said bench for a period of 10 years
- b. The donor indemnifies the council against liabilities, costs, expenses, damages and losses suffered or incurred by the donor arising out of or in connection with the provision of a memorial bench.

Postal address

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Telephone number

Email address

Print Name

Signed on behalf of the donor

Dated

Signed on behalf of
Teignmouth Town Council

Dated

.....
GDPR and Data Protection

Here at Teignmouth Town Council we are committed to ensuring that your privacy is protected by adhering to the principles of the EU General Data Protection Regulation (GDPR). Should we ask you to provide certain personal information by which you can be identified for the purpose of a contract with us, signing up to our mailing list, newsletter or use of our website, then you can be assured that it will only be used for the purpose it was collected.

It will never be used by any third party for any other form of processing or marketing purposes.

Teignmouth Town Council does not pass on any of its data to third parties other than those specified to undertake the contract entered into.

Teignmouth Town Council may change this policy from time to time by updating this statement. Statement can be found at: -

[Teignmouth Town Council Privacy Notice Web Link](#)