



Northam Town Council
Town Hall, Windmill Lane, Northam, EX39 1BY
01237 474976
www.northamtowncouncil.gov.uk



Agreement for sponsorship of a bench with Northam Town Council

Please note, the Commemorative Bench Scheme at Northam Town Council is subject to the following conditions. Please read the following carefully and sign your agreement below

1. Bench sponsorship is £450 for a period of 10 years from the day payment is received for the refurbishment of an existing bench.
 - a. The estimated lifespan of commemorative benches is 10 years, but as benches are kept outside this cannot be guaranteed. If after 10 years a commemorative bench is deemed to be in a good state of repair it may remain in position at the discretion of The Town Council until it becomes beyond repair when it will be removed from the position. Any plaques will be removed and returned to Northam Town Council who will contact the supporter to enquire if they wish for the plaque to be returned to them.
2. Benches are a standard specification and will be supplied by Northam Town Council.
3. Benches will have one standard specification plaque which will be placed in the centre of the uppermost wooden slat on the back of the bench. The plaque will display a message of your choice. All wording is to be approved by Northam Town Council prior to being placed on the bench. A draft will be sent to you before the plaque is ordered, the sponsor is solely responsible for checking the accuracy of the wording.
4. If we are notified that a repair is needed (by supporters or staff), the bench will be removed from its position and assessed:
 - a. If repairable, it will be repaired and returned to its existing place.
 - b. If beyond repair, any plaques will be removed and returned to the Council who will contact the supporter to enquire if they wish for the plaque to be returned to them.
5. If a commemorative bench is deemed “beyond repair” by the Town Council, it will be removed from its position even if the bench is within the estimated 10 year life-span. A replacement bench may be offered at the discretion of the Council.
6. Benches may not be fixed in their location – the bench will be placed in the desired area on delivery, but it could be moved and therefore its location cannot be guaranteed. The Town Council cannot take responsibility for this movement and if the benches are moved, Council staff may not be able to search for or locate them.
7. On delivery we will attempt to place the benches in the sponsor’s preferred area, but this may be subject to availability as some areas of the are likely to be more popular than others – therefore if there are sufficient benches in one area we may have to pursue the sponsor’s second or third choice.

Agreement to the conditions of the Commemorative Bench Scheme at Northam Town Council. By signing this agreement, you are agreeing to the conditions outlined above and you agree to the attached location plan.

Signed:

Print Name:

Address:

Postcode:

Email:

Telephone:

Please complete your email address if you are happy for us to contact you in this way.