

## Commemorative Bench – Application form and terms and conditions

### Terms & Conditions of Agreement

1. Bench sponsorship is for a period of 10 years from the day the bench is placed on the Commons. The estimated lifespan of commemorative benches is 10 years, but as benches are kept outside this cannot be guaranteed. If after 10 years the bench is deemed to be in an unfit state of repair it will be removed from the Commons. Any plaques will be removed and returned to the Ranger's Office who will contact the supporter to enquire if they wish for the plaque to be returned to them.
2. If after 10 years a commemorative bench is deemed to be in a good state of repair it may remain on the Commons at the discretion of Wimbledon and Putney Commons Conservators. The supporter will be contacted to discuss further sponsorship options.
3. Benches are a standard specification and will be supplied by Wimbledon and Putney Commons Conservators. Current designs include backs and arms and are made from English Oak sourced from sustainably managed woodlands.
4. 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 maximum of three lines of engraved lettering, consisting of no more than 25 characters per line including spaces and punctuation. All wording is to be approved by Wimbledon and Putney Commons Conservators prior to being placed on the bench.
5. If the Ranger's Office is notified that a repair is needed, the bench will be removed from the Commons and assessed. If repairable, it will be repaired and returned to the Commons.
6. If a commemorative bench is deemed "beyond repair" by the Ranger's Office it will be removed from the Commons even if the bench is within the estimated 10 year life-span. A replacement bench may be offered at the discretion of Wimbledon and Putney Commons Conservators. Any plaques will be removed and returned to the Ranger's Office who will contact the supporter to enquire if they wish for the plaque to be returned to them.
7. Benches are fixed in their location. The bench will be placed in the desired part of the Commons on delivery, but Wimbledon and Putney Commons Conservators reserve the right to move the bench if this becomes necessary for reasons of, but not limited to, safety. The supporter will be advised beforehand.
8. Benches form a natural part of the Commons and will therefore become weathered, attract moss, etc. Benches will not be cleaned, varnished or painted after delivery to the Commons. Sponsors may not attempt to maintain benches or their immediate environs without the authorisation of Wimbledon and Putney Commons Conservators. Sponsors may not plant any flora in the vicinity of the bench.
9. It is the responsibility of the sponsor/s to contact the Ranger's Office to advise of any change of contact details. If contact cannot be made at the end of the 10 year period, or sooner if major repairs are required, the bench will, if in suitable condition, be offered to new sponsor. Any plaque will be removed and retained at the Ranger's Office for a period of two years.

## Application Form

To sponsor a bench on Wimbledon and Putney Commons please complete the form below. *Please note, the Commemorative Bench Scheme is subject to the Terms & Conditions on the next page. Please read them carefully before signing your agreement.*

### Bench Details:

Your Name: .....

Address:, .....

Postcode: .....

Telephone: .....

Email: .....

Requested Plaque Text (three lines, 25 characters per line (please write exactly as you wish the text to appear, including any upper/lower case letters)):

### Your donation

Please make your donation of £3,500 to Wimbledon and Putney Commons Conservators by either:

- |                          |                                   |                          |                       |
|--------------------------|-----------------------------------|--------------------------|-----------------------|
| <input type="checkbox"/> | Cheque made payable to 'WPCC' to: | <input type="checkbox"/> | Bank Transfer         |
|                          | Ranger's Office                   |                          | Barclays Bank Plc     |
|                          | Manor Cottage                     |                          | 20-96-89              |
|                          | Windmill Road                     |                          | 20972118              |
|                          | Wimbledon Common                  |                          | Please use reference: |
|                          | London SW19 5NR                   |                          | "Bench[your name]"    |

Ranger's Office, Manor Cottage, Windmill Road, Wimbledon Common, London SW19 5NR

Tel: 020 8788 7655; e-mail: [rangersoffice@wpcc.org.uk](mailto:rangersoffice@wpcc.org.uk)

Wimbledon and Putney Commons is a Registered Charity - no: 303167

## Gift Aid Declaration

Gift Aid makes your support go even further; if you are a UK taxpayer, the Gift Aid Scheme allows us to reclaim a further 25p on every £1 you give us. This boosts our income and doesn't cost you anything.

I want to Gift Aid my donation of £\_\_\_\_\_ to Wimbledon and Putney Commons Conservators :

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

Title: ..... Name: .....  
.....

Address: .....  
.....

Postcode: .....  
Date: .....

Please notify the charity if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your SelfAssessment tax return or ask HM Revenue and Customs to adjust your tax code.

Agreement to the Terms & Conditions of the Commemorative Bench Scheme at the Wimbledon and Putney Commons. By signing this agreement you are agreeing to the conditions outlined previously.

Signed: .....  
Print Name: ..... Date: .....

## Privacy Statement

Wimbledon and Putney Commons will securely store any personal data provided in relation to the sponsorship of a commemorative bench from the date of installation for the period of sponsorship. Appropriate security measures are in place to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We respect your privacy and will not sell your personal data to, or share it with, third parties.

Ranger's Office, Manor Cottage, Windmill Road, Wimbledon Common, London SW19 5NR  
Tel: 020 8788 7655; e-mail: rangersoffice@wpcc.org.uk  
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