



Commemorative Bench and Tree Programme

midandeantrim.gov.uk



**Mid & East
Antrim**
Borough Council

Commemorative Bench and Tree Programme

The purpose of this programme is to provide members of the public or organisations a means of recognising and honouring others with a lasting tribute. Benches or trees can be dedicated to that special someone and are installed in one of our parks or cemeteries.

Please feel free to contact us if you have any questions concerning this programme.

T: 077 4862 3227 or E: parks@midandeantrim.gov.uk

Application for the purchase and installation of a commemorative bench or tree.

Please read the conditions overleaf before completing this form.

Your Details

Name of applicant:

Address:

Postcode:

Telephone number:

Email:

Order Details

Which programme are you applying for (please mark):

☐ Memorial Bench (£850) ☐ Memorial Tree (£500) ☐ Plaque Only (£385)

Where ideally would you like the commemorative bench or tree to be situated? We will try to accommodate specific requests, but may make alternative proposals if necessary.

What inscription would you like on the plaque? Please be aware that the plaques are a standard size and we recommend a 3 lines as a maximum.

An officer will be in touch to discuss details of your application.
You will be advised at that stage on how to make payment.

I understand that by making payment for a commemorative tree or bench, I confirm that I have read, understood and agree to comply with the Terms and Conditions listed overleaf.

Terms & Conditions

- 1 Applications for the supply and installation of commemorative benches or trees will only be approved after a suitable available site has been agreed between Mid and East Antrim Borough Council and the named applicant.
- 2 Whilst the cost and installation of the bench or tree shall be the responsibility of the applicant, we agree to fund the maintenance of the bench or tree, unless it becomes, in our view, damaged beyond economic repair. If a bench or tree is in such a state of disrepair that it cannot be restored for safe use, we will remove the bench or tree and shall not be obliged to fund a replacement.
- 3 We accept no responsibility for the theft of any bench or tree save that we will report any incident or theft to the Police Service of Northern Ireland.
- 4 The bench or tree will be placed in a Mid and East Antrim Borough Council owned park, open space or cemetery. No adornment (flowers, sculptures, etc.) will be allowed to be placed with the bench or tree. Any adornment will be promptly removed and disposed of by the Council.
- 5 We reserve the right to use our discretion to refuse any application.
- 6 All proposed inscriptions for commemorative plaques and any subsequent changes must be approved by us. The wording of inscriptions is subject to our legal obligations with regards to the promotion of equality and good relations. Any inscription containing wording which we deem to be offensive or inappropriate will not be considered for approval.



Parks & Open Spaces Service
Museum & Civic Centre
11 Antrim Street
Carrickfergus
BT38 7DG

T: 077 4862 3227
E: parks@midandeantrim.gov.uk

midandeantrim.gov.uk