



Official Use Only

	Yes	No	Officer initials	Date
Memorial Plaque Location Agreed				
Memorial Text Agreed				
Order Raised with Supplier				
Memorial Plaque Received				
Memorial Plaque Installed				
Invoice Raised Payment Received				
Bench Number				
Bench Plaque Number				
Renewal/Expiry Date				



## Town Gardens Memorial Plaque

### Terms & Conditions of Lease

1. The memorial plaque must be purchased from South Swindon Parish Council. Once purchased the plaque becomes the property of the lease holder.
2. The lease is granted for a period of ten years.
3. The lease may be renewed on expiry by payment of the appropriate fee ruling at the date. Any application for an extension of the lease period must be writing to the Parish Council, at least one month before the expiry of the original lease period.
4. It is the responsibility of the Grantee to ensure that the lease is renewed. Although the Parish Council will endeavour to contact the Grantee before the expiry of the lease, no responsibility can be accepted for action taken in the absence of the renewal of the lease, or alternative instructions from the Grantee.
5. If the Grantee chooses not to renew the lease, after the expiry period, then the Parish Council will remove the plaque, which may be taken away from the park by the Grantee.
6. The plaque inscription will not exceed 4 lines with 40 characters per line. Characters include spaces and punctuation marks. The plaque may also commemorate more than one person. The Parish Council will approve the wording.
7. The inscription may only be altered or amended with permission of the Parish Council, if a written application is made, a person authorised by the Council only may carry out the alteration.
8. A member of the Parish staff will fix the plaque on the agreed park bench.
9. The Grantee is responsible for maintaining the memorial plaque in good condition. If the plaque is removed, damaged or displaced, then it must be replaced within six months at the cost to the Grantee, through the Council.
10. No other forms of memorialisation can be placed on the bench or any surrounding area.
11. The Grantee shall comply with the rules or regulations which may be made by the Parish Council, relating to the memorial within the park.

Please sign the declaration on the application form.