

Celebration and Commemorative Benches



Adopting a bench in the beautiful and tranquil surroundings of the Botanic Garden is a special way to commemorate the life of a loved one, remember an anniversary or celebrate a family event, as well as supporting the work of the Garden.

www.botanic.cam.ac.uk/join-support/celebration-and-commemorative-benches

To adopt a bench at Cambridge University Botanic Garden (CUBG), please read the following terms and conditions and complete the form

1. Bench adoption is £3,000 for a period of 10 years from the date the bench is placed in the Garden.
2. The estimated life span of a bench is 10 years, but as these weather, this cannot be guaranteed. If after 10 years a bench is deemed to be in a good condition it may remain in the Garden at the discretion of CUBG until it becomes beyond repair, when it will be removed from the Garden. Any plaque will be removed and the Admin Department will attempt to contact the donor to enquire if they wish for the plaque to be returned to them.
3. Benches are standard specification and will be supplied by CUBG. Each bench will have one standard plaque which will be placed in the centre of the uppermost wooden slat on the backrest of the bench. The plaque will display a maximum number of lines and words per line as stipulated by CUBG.
4. The Garden will place the bench in an agreed location. However, please note that benches are sometimes moved within the Garden by visitors or when development of the garden dictates. CUBG will help as much as possible with enquiries regarding a bench's location, but it may not always be possible to locate it immediately, if it has been moved.
5. All benches in the Garden are property of the Botanic Garden and therefore the responsibility of maintenance falls to CUBG.
6. The donation cost includes structural maintenance and should repairs be required CUBG will use the appropriate funds. However, should the total cost of repair be greater than the available funds, CUBG reserves the right to remove a bench from the Garden. The donor will be contacted if this is the case. If this happens within the 10 year adoption period CUBG will take all reasonable actions to arrange for a replacement bench to bear the commemorative plaque.
7. The appearance and design of the bench may vary from depicted images, and the bench will become weathered and may attract lichen or moss. Benches will not be cleaned, coated with a varnish or other weatherproofing finishes. Maintenance checks will be carried out on an annual basis and works carried out accordingly. Donors may not maintain benches themselves.
8. If anything were to happen to permanently damage an adopted bench, CUBG will take all reasonable action to contact the donor and to find a new bench to bear the commemorative plaque.
9. Due to the increasing risk from plant diseases and pests, no externally sourced plant material is allowed on-site, therefore floral tributes are not permitted in the Garden.
10. Normal garden admission or use of a Friends Membership card is still applicable when visiting.
11. CUBG reserves the right to change the terms and conditions if necessary. An updated copy will be sent to the donor should this occur.

ADOPT A CELEBRATION/COMMEMORATIVE BENCH

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| Name: |
| Postal address: |
| E-mail address: |
| Telephone number: |
| Preferred area of the Garden for placement (there are specified locations available for new benches and regret that we cannot place benches in alternative locations. Please request the current list prior to completing this form and list your top 3 preferred locations in order of preference below) 1. _____ 2. _____ 3. _____ |
| Wording for plaque (maximum of 90 characters over 1-3 lines, including punctuation and spaces) |

Please sign below to confirm your order and acceptance of the Terms and Conditions.

Signed Date

Should you have any questions, please contact Admin on 01223 748449 or by e-mail on admin@botanic.cam.ac.uk.

We will contact you regarding bench location, plaque wording and payment. If you are able to Gift Aid your donation, please complete the Gift Aid Form on the next page.

Return form to: Garden Administration, 1 Brookside, Cambridge CB2 1JE or via our e-mail address: admin@botanic.cam.ac.uk

GIFT AID

If you are a UK taxpayer, as a charity, we may be able to claim Gift Aid on your donation, increasing your gift by 25p for each £1 given. *Gift Aid increases the value of your donation at no additional cost to you and will help the Garden to do so much more.*

Gift Aid Declaration

I would like to Gift Aid this donation and any donations I make in the future or have made in the past 4 years. I can confirm that I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year (6 April to 5 April), it is my responsibility to pay any difference.

By ticking the box you confirm that you are a UK taxpayer and you agree to the gift aid declaration.

Date

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Donor details

Title First name Surname.....

Address

..... Postcode

Please notify the Finance Team at the Botanic Garden if you:

- Wish to cancel this declaration
- Change your name or 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 Self Assessment tax return or ask HMRC to adjust your tax code.

Finance Department, Cambridge University Botanic Garden, 1 Brookside, Cambridge, CB2 1JE