

## INFORMATION SHEET

- 1 Donations to cover the costs of placing benches in the following parks and open spaces are always welcomed in:

 *Calverley Grounds*

 *Grosvenor and Hilbert Recreation Grounds*

 *Hawkenbury Recreation Ground*

 *St John's Recreation Ground*

- 2 Benches are manufactured using oak from responsibly managed sources (see notes accompanying photos). Design details and donation scales are shown on the attached sheet. The Parks Administrator will be pleased to help you make your choice.
- 3 Your donated bench can carry an inscription. This will be engraved (or routed) on the top rail of the back rest. All wording needs to be approved by the Parks Administrator.
- 4 The location of your donated bench will be agreed with you and your wishes will be taken into account whenever possible. However, we may need to move benches in the future, if necessary.
- 5 Benches are guaranteed for ten years. If your bench should become damaged within this time we will attempt to repair it (if possible) or replace it. Beyond ten years we may remove the bench if deemed necessary. If we take this course of action we will inform you and provide a quote for a new bench.
- 6 The Council keeps a Register of Donations which gives details of the donor's name, a short message and the location of the donated bench (no charge is made for Register entries). The Register is displayed on the Council's website.

### **For more information contact:**

**Parks Team  
Tunbridge Wells Borough Council  
Town Hall  
Royal Tunbridge Wells  
Kent TN1 1RS**

**Telephone: 01892 554031  
Email: [parks@tunbridgewells.gov.uk](mailto:parks@tunbridgewells.gov.uk)**

# Bench Donation Scheme

## DESIGNS & DONATION SCALES

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### Bench A

#### Cavendish Bench



The Cavendish Bench is manufactured using seasoned oak (see note 1).

For: Calverley Grounds, Grosvenor Recreation Ground, Hawkenbury Recreation Ground and St John's Recreation Ground.

Cost: £900 – bench 180cm long (6ft).

Timber engraving: Up to 30 characters included in price. For more than 30 characters – £2.50 for each additional letter.

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### Bench B

#### Woodland Seat



The Woodland Bench is manufactured using green oak (see note 2).

For: Hilbert Recreation Ground.

Cost: £425 – bench 200cm long (6ft 6ins).

Timber engraving: Up to 30 characters included in price. For more than 30 characters – £2.50 for each additional letter.

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*Note 1: Seasoned oak is an attractive, durable and hard-wearing wood which has been used for centuries in the manufacture of outdoor furniture. However, it should be pointed out that oak does sometimes have a tendency to split. This does not adversely affect its use or lifespan, indeed it often adds character to oak furniture.*

*Note 2: Green oak is a hard, heavy and durable wood which is ideal for rustic seating. Because it is used without being dried it has a high moisture content. This means that some splitting and warping is to be expected, usually in the first year. The use or lifespan of the bench is not adversely affected.*

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# Bench Donation Scheme

## BENCH DONATION FORM

1 I would like to make a donation to cover the cost of placing a bench in the *(please tick appropriate box)*:

Calverly Grounds

Hawkenbury Recreation Ground

Grosvenor and Hilbert Recreation Grounds

St John's Recreation Ground

2 My choice of bench is *(please tick the appropriate box)*:

Woodland Seat for Hilbert Recreation Ground

Cavendish for Calverley Grounds, Grosvenor Recreation Ground, Hawkenbury Recreation Ground

3 My preferred location would be *(please provide details)*:

\_\_\_\_\_

4 I would like my bench to carry an inscription  yes  no

5 Please write your inscription below.

6 Would you like your name to be included in the Register of Donations?  yes  no

Would you like a short message to be included in the Register?  yes  no

If yes, please write your message below.

Would you like your entry to be included on the website version of the register?  yes  no

I understand the Council will check and confirm the details of my donation in writing before my bench is ordered from the supplier.

Signature \_\_\_\_\_ Name *(please print)* \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_ e-mail \_\_\_\_\_

# Bench Donation Scheme

## CONFIRMATION OF BENCH DONATION

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1 Location of bench to be donated *(please tick appropriate box)*:

Calverley Grounds

Hawkenbury Recreation Ground

Grosvenor and Hilbert Recreation Grounds

St John's Recreation Ground

2 Bench selected *(please tick the appropriate box)*:

Woodland Seat

Cavendish Bench

3 Location \_\_\_\_\_

4 Details of inscription *(if relevant)*

\_\_\_\_\_

5 Cost of inscription \_\_\_\_\_

6 Total donation \_\_\_\_\_

7 Details of message to be included in the Register of Donations *(if relevant)*

\_\_\_\_\_

I agree the above details are correct and confirm that I wish to donate a bench as described.

I understand that the Council will invoice me for the amount shown at 6 above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Return address:

**Parks Team  
Tunbridge Wells Borough Council  
Town Hall  
Royal Tunbridge Wells  
Kent TN1 1RS**

**Telephone: 01892 554031**

**Email: [parks@tunbridgewells.gov.uk](mailto:parks@tunbridgewells.gov.uk)**

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