



Wicksteed Charitable Trust Memorials

By making a donation to Wicksteed Park (the **Park**), you can commemorate someone special by having a short dedication recorded in the Reflections Register. Depending on the choice of donation, the Park will purchase one of the following memorials, which will be placed in a designated area of the Park.

LAKESIDE BENCH

Each bench is constructed from green oak (or sympathetic materials chosen by the Park) with the option of having the name of the dedication and date engraved onto a plaque design, chosen by you from a series of 5 designs, affixed to the bench.

The memorial bench will then be positioned around the lake within the Park for a period of up to 10 years.

MEMORIAL TREE

A native tree species, which reflects the heritage of the Park, will be selected and planted by the Park staff during the autumn/winter planting season. By prior arrangement with the Park, family members may attend and assist in the planting of the tree, if practicable and/or desired.

The location of the memorial tree will be identifiable by a number on a map of the Park.

No plaque will be affixed to the tree. Instead, a short dedication will be recorded in the Reflections Register alongside the map number identifying the location of the tree within the Park.

MEMORIAL LEAF/PLAQUE

Each memorial leaf/plaque will have a small embossed plaque affixed containing a short inscription of the name of the dedication and date.

Each leaf/plaque will be secured to a structure, constructed in sympathetic materials chosen by the Park and located within the Park's Reflection Area, for a period of up to 3 years (which can be extended by making a small donation to the Park).

General

All dedications from the memorial Benches, Trees, Leaves and Plaques will also be recorded in the Park's Reflections Register and will form a key part of the Park's archive.

All Memorials are subject to the Policy rules set out in the attached Schedule.



SCHEDULE

Wicksteed Park memorial and dedications policy

Wicksteed Charitable Trust (the **Trust**) recognises and supports the needs and principles of allowing memorials and dedications in the Park, but is also mindful that the Park's grounds have many uses and are enjoyed by a wide range of people. The Trust will therefore ensure that memorials are sympathetically managed and monitored.

This Policy has been produced with the following guiding principles:

- To be respectful, sympathetic and easily understood by our customers
- To balance the needs of a variety of the Park's users
- To maintain and enhance the high quality appearance of the sites and not detract from their prime recreational purpose
- To clearly establish the ownership and responsibility for the maintenance, repair and replacement of all Memorials

General

No flower or similar memorials shall be permitted to mark the site at any time.

The Park does not allow the scattering of ashes.

All Memorials (existing and future) installed/planted in the Park shall remain the property of the Trust at all times.

Memorial Benches

To maintain consistency of appearance, quality and control over location, all benches will be ordered and installed by the Park.

Each donation for the installation of a memorial bench (including plaque) will cover the cost of materials, labour and ongoing maintenance for a period of up to ten years.

The plaque will be removed from the bench by Park staff at the end of the agreed period and relocated to the Park's Reflection Area.

The Park has a maximum number of memorial benches that can be accommodated and when this number has been reached an alternative may be available. Alternatively, an option to refurbish or replace an existing memorial bench with a new one may be offered, subject to the condition of the existing bench.

The Park will maintain the bench; however, no replacement liability will be accepted at the end of the useful life of the bench or if it is damaged through vandalism.

Memorial Trees

The planting of memorial trees will only be permitted within the Park and within specified locations and the number of trees permissible may be limited dependant on location.

Each donation for one tree will be based on the total cost incurred by the Park to cover materials, transport, labour and ongoing maintenance.

The Park will not accept responsibility or liability in respect of any damage to or loss of a memorial tree unless this is reasonably shown to be due to the negligence of the Park. If the tree dies or is vandalised within the first two years, it will be replaced by the Park without the need of a further donation being made.

Memorial Leaf/Plaque

Each leaf/plaque will be retained/replaced by the Park in its original position for the agreed period.

How to donate

Online:

Download the donations form at www.wicksteedpark.org

Post:

Complete the donations form and return it to:
The Community Link Manager
Wicksteed Park
Barton Road
Kettering
Northamptonshire
NN15 6NJ

Email:

Send a completed donations form to community@wicksteedpark.org

In person:

Visit our main reception and complete a donations form



Wicksteed Park memorial donations form

Lakeside Bench
£2,000 donation

Tree
£500 donation

Leaf/Plaque
£200 donation

Personalise a Memorial – to a maximum length of 30 letters or characters.
Please complete in block capitals.

Payer Details:

Title _____ First Name _____ Surname _____

Address _____

_____ Postcode _____

Email _____ Telephone _____

I enclose a cheque made payable to Wicksteed Charitable Trust £ _____

I would like to pay £ _____ by credit or debit card

Card Number _____

Issue No _____ Start Date _____ Expiry Date _____ Security Code _____

Signature _____ Date _____

Gift Aid

If you are a UK taxpayer we can reclaim a further 25p on every £1 you give, boosting our income without costing you a penny extra.

Yes, please treat as Gift Aid donations all qualifying gifts of money made over the last 4 years and in the future, until I notify you otherwise. 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 it is my responsibility to pay the difference. Please inform us if your circumstances change.



Your data will be processed by Wicksteed Park as required by the Data Protection Act 1998. If you are happy for us to contact you occasionally with news and updates, tick this box.

