DONATED AND MEMORIAL ITEMS POLICY

Preamble

A brief guide for Friends of the Elm Tree Inn's members and for individuals wishing to donate items in a personal capacity.

This policy will be reviewed following consultations with shareholder members and volunteers as appropriate.

1. Introduction

1.1 FOTETI supports the principle of allowing donated and memorial items, for example benches or picnic tables, at certain locations within its open spaces/ grounds.

1.2 This policy aims to set out a clear, measurable and sympathetic approach to the management of donated memorial items.

2. Guidelines

2.1 Only memorial items approved by the Management Committee will be acceptable.

2.2 Applications for a memorial item must be made in writing by the next of kin or executor.

2.3 The applicant will pay for all materials and installation costs. A maintenance fee may be charged.

2.4 All donated memorial items will become the property of FOTETI

2.5 FOTETI cannot order, supply, install and maintain the donated memorial item. FOTETI accepts no liability for damage/vandalism to a memorial.

2.6 FOTETI cannot order, supply and install memorial plaques; inscriptions shall be approved by FOTETI prior to any order.

2.7 Donated memorial items shall be for a period of 5 years from the date of installation. Within this time FOTETI retains the right to remove the memorial item if

it becomes unsafe or considered unacceptable. After 5 years, the memorial may be removed and the space made available for another item.

2.8 In order to contain the number of donated memorial items at our premises, new memorial items may only be permitted where an existing item can be replaced.

2.9 The location of a memorial item is at the final discretion of the Management Committee.

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