

## Celebratory Plaques

There is an allocated area for plaques on the north side wall of The Curlew. Plaques will be positioned in order of receipt, being placed from the top of the building downwards.

As they will form part of Southwold Pier, please try to make the wording as fun as possible.

Whilst respecting that people may wish to commemorate the passing of a loved one, we request that these be a celebration of their life rather than a mourning of their death, an example of this could be "... loved a cream tea on the pier..." or "...enjoyed a pint of Adnams whilst watching the sea...". Southwold Pier reserves the right to refuse a plaque application if it is felt the wording does not reflect the fun nature of the pier, for this reason we can no longer accept wording such as "In Loving Memory/In Memory Of..." or Life Dates for example.

The plaques are available in two sizes:

Half Size - 75 x 50 mm. A maximum of 4 engraved lines,  
with a maximum of 12 characters per line - £175.00

Full Size - 150 x 50 mm. A maximum of 4 engraved lines,  
with a maximum of 25 characters per line - £275.00

**NB This includes the spaces between words and any punctuation marks, and is strictly limited to the maximum number. We cannot accept any request that does not adhere to the above.**

Please return the completed Contract & Booking Form and a cheque to cover the full amount made payable to 'Southwold Pier Ltd'.

There are several steps that then need to be taken. These are:

- We will send back a typed draft of the words chosen. This proof must be read and checked for errors, signed, dated and returned.
- This is sent to the engraver, and the wording is applied to the plaque
- On return of the plaque from the engraver, it is then mounted onto wood
- We will write to inform you that the plaque is in place and can now be seen

Please be aware that this process can take some time as we are dependent on outside bodies and cannot therefore predict when your plaque will be in place. If you are buying a plaque for a presentation, please note that we cannot guarantee to have it in place by a certain date.



## Contract and Booking Form

1. There will be a one-off payment of £175.00 or £275.00 for a plaque.
2. Southwold Pier Ltd have the right to reject a plaque if the wording is of a nature which is unacceptable for public viewing or unacceptable to the standards set by Southwold Pier Ltd or the maximum number of lines or characters is breached.
3. Southwold Pier Ltd, having received a signed contract and cheque from the client, will send back a typed draft of the words chosen. This proof must be read and checked for errors, signed, dated and sent back by return of post.
4. Southwold Pier Ltd has the right to remove any plaque if it is deemed illegible. The client will be notified of the costs of a replacement and offered the opportunity to pay for a replacement if they so wish. If they do not wish to replace it Southwold Pier Ltd has the right to offer the space to another member of the public.
5. Flowers cannot be attached to a plaque to commemorate a special day.
6. The Client has the right to polish their plaque at the owner's risk and with no hindrance to other customers.
7. Southwold Pier Ltd is not responsible for cleaning or maintaining plaques at any point
8. Southwold Pier Ltd takes no responsibility for damage caused by harsh weather conditions.
9. No person is permitted to unscrew and replace any plaque at any time.
10. Location of plaques is on a random fixing basis only.

I agree to the terms set out above and enclose a cheque for £..... for a Half / Full size Plaque.  
 (Please delete as appropriate)

..... Date.....  
 (Signature) (Name Printed)

.....  
 (Address)

.....  
 (Address)

.....  
 (Phone Number) (Email Address)

**Plaque Wording** .....

(Block Capitals) .....  
 .....  
 .....

Please keep this copy for your records

