

SUMMER VILLAGE OF NORGLNWOLD
MEMORIAL BENCH DONATION PROGRAM
APPLICATION PROCEDURE

PURPOSE:

The purpose of the Memorial Bench Donation Program is to provide the opportunity for citizens to honor the deceased loved ones, families or groups by having a bench with a memorial plaque installed on municipal property.

PROGRAM OUTLINE:

- The Summer Village reserves the right to sell and install up to a maximum of two memorial benches per year on a first come first served basis of a completed application form. Completed application forms will be carried over to the next year in which the applicant will be asked to re-confirm their application to purchase a bench.
- Memorial benches complete with a plaque may only be purchased to commemorate a deceased individual, family, or group. The Summer Village reserves the right to refuse any application in memory of a publicly controversial individual; a controversial historical leader; a loved one that is not deceased; an animal or a pet.
- Plaques are limited to a standard size and shall not contain wording that is obscene or offensive in nature and to be approved by Administration. A maximum of one plaque per bench may be purchased.
- All plaques must be purchased through the Summer Village of Norglenwold to ensure uniformity in design and appearance.
- The estimated cost of the memorial bench complete with plaque and installation fees is 150% of the actual cost depending on the bench and plaque costs, shipping and installation rates.
- Once purchased and installed, the Summer Village will assume ownership of the Memorial Bench. Repair and maintenance as well as life-cycle replacement of the bench will be completed as resources allow.

REPONSIBILITIES:

The Summer Village of Norglenwold is responsible for:

- Administering the Memorial Bench Donation Program in accordance with the procedures outlined below;
- Working with applicants to select appropriate sites for installation of benches;
- Care and maintenance of Memorial Benches.

Memorial Bench applicants are responsible for:

- Completing and submitting the required application form to the Summer Village Administration Office;
- Providing suggestion of two (2) sites for location of the bench;
- Paying for the full cost of the bench including shipping, memorial plaque engraving and installation;
- Working with the Summer Village to select appropriate sites for installation of benches.

**SUMMER VILLAGE OF NORGLNWOLD
MEMORIAL BENCH DONATION PROGRAM**

MEMORIAL BENCH APPLICATION

Date: _____

APPLICANT INFORMATION

Name:	
Address:	
City/Town:	
Postal Code:	
Phone Number:	
In Memory of:	

SUGGESTED BENCH LOCATIONS

Preferred Location

Alternate Location

INVOICING

Name:	Address:	
City/Town:	Phone:	Postal Code:

Cost: 150% of Actual Cost, this is not an invoice. An invoice will be forwarded later.

In an event beyond the control of the Summer Village, the Summer Village reserves the right to relocate this Memorial Bench.

Location Approved:

Chief Administrative Officer