



Policy Title	Date:	Resolution No.
MEMORIAL BENCH POLICY	March 18, 2021	BCC-21-046

Introduction:

The Memorial Bench Donation Program provides an opportunity to remember loved ones who have passed and to beautify our open spaces with donations made from the public.

Goal:

To provide guidelines for the addition of memorial benches in the Summer Village for the use and enjoyment of the public.

Policy:

Memorial Plaques:

A 4x6 inch memorial plaque may be added to a bench in dedication to loved ones who have passed away. The cost of the memorial plaque is \$1,000 and is for a ten year term, proceeds will go toward maintaining the plaque, benches, and our open spaces.

Sponsor Plaques:

An 8x12 inch sponsor plaque may be added at the base of a bench at a rate of \$5,000 a bench for a 10-year term, proceeds will go toward maintaining the plaque, benches, and our open spaces. Sponsors can be but may not be limited to; Individuals, groups of individuals, families, businesses and other organizations. Sponsors will be required to supply a copy of the image they wish to appear on the plaque in the form of a vector file.

Receipt to sponsor:

All memorial plaque purchases will be receipted.

Location:

Placement of benches will be determined on an individual basis, with the consultation occurring between the sponsor and the Summer Village. Although staff will endeavor to place benches in requested areas, the Summer Village reserves the right to determine bench placement. The Summer Village reserves the right to relocate any bench for operational reasons which may include enhancing the life of the bench.

Plaque:

Upon confirmation of availability, plaque inscriptions will be provided to the Summer Village by the sponsor at the time of the application for memorial bench dedication and payment of donation. Standard plaques allow space for five lines of copy, 30 spaces per line (spaces between words are included in this figure). Letters will be 1/4" in height and width. The Summer Village reserves the right to edit inscriptions for appropriateness.

Maintenance:

The Summer Village will maintain each donated bench and its immediate surroundings for the life of the bench.

SUMMER VILLAGE OF BIRCHCLIFF MEMORIAL BENCH PLAQUE DONATION PROGRAM APPLICATION PROCEDURE

PROGRAM OUTLINE:

- Memorial bench plaques may only be purchased to commemorate a deceased individual or family.
- Plaques are limited to a standard size and shall not contain wording that is obscene or offensive in nature. A maximum of one plaque may be purchased per memorial. Each bench will have a maximum of 5 memorial plaques and one larger sponsorship plaque at the base of the bench.
- All plaques must be purchased through the Summer Village of Birchcliff to ensure uniformity in design and appearance.
- Once purchased and installed, the Summer Village will assume ownership of the Memorial Bench. Repair, maintenance and replacement of the bench will be completed as resources allow.
- The Summer Village reserves the right to refuse any application.

REPONSIBILITIES:

The Summer Village of Birchcliff is responsible for:

- Administering the Memorial Bench Donation Program in accordance with the procedures outlined;
- Working to select appropriate sites for the 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;
- Paying the costs as outlined.

SUMMER VILLAGE OF BIRCHCLIFF

MEMORIAL PLAQUE APPLICATION

Date: _____

APPLICANT INFORMATION

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

Specific Wording for Plaque:

Standard plaques allow space for five lines of copy, 30 spaces per line (spaces between words are included in this figure). Please fill out the form on page 5 of this application with specific wording for your plaque. The summer village may require that a typed copy of the wording be submitted to guarantee accurate spelling. All wording will be centered on the plaque. Example plaque templates are shown below. If applicants wish to use logos not included in the application, they may supply images in the form a vector file.



Birchcliff Memorial Plates Request Form

Line 1 _____
Line 2 _____
Line 3 _____
Line 4 _____
Line 5 _____



30 letters/characters per line only

Please circle the Font: 1. Times New Roman

2. *Bible Script*

3. **Cheltenham BT**

Please circle the Florish you would like:

1. 
2. 
3. 
4. 

Please circle the Design and Position you would like:

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 
12. 

Position - Top Centre Top Right Corner Top Left Corner

INVOICING

Address (If different than listed above)

Address: _____

City/Town: _____

Province: _____

Postal Code: _____

Cost: \$1,000 for memorial plaque, \$5,000 for a corporate plaque.

this is not an invoice. An invoice will be forwarded later.

The Summer Village reserves the right to relocate any Memorial Bench.

Applicant Signature: _____

Date: _____

Application Approved: _____
Summer Village Authority

Date: _____