

# Memorial Bench Application



Thank you for your interest in donating a memorial bench to Upper Gwynedd Township. The donation will benefit residents and the community for many years and is much appreciated. Standard bench donations are 6' pau lope bench with back, Victorian Styling (as pictured).

The maintenance of the benches will be the responsibility of the Parks and Recreation Department.

Maintenance (graffiti removal, sanding/staining, and periodic cleaning) will be provided by the township for the life of the bench.

There is a ten-year (10) guarantee of furniture maintenance and plaque replacement.

The furniture will be kept in place as long as it is serviceable beyond the 10 year period.

When a bench is no longer serviceable, applicants will be advised and given the opportunity to purchase a new bench under the terms and conditions then in effect.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_

E-mail address \_\_\_\_\_



## Ordering Process

Upon receiving the signed Memorial Bench Application, Township staff will contact the donor to discuss bench location and plaque options. Forms can be emailed or mailed directly to:

Director of Parks and Recreation

1 Parkside Place

North Wales, PA 19454

Email: [sprebis@uppergwynedd.org](mailto:sprebis@uppergwynedd.org)

Phone: 215.699.7777

1. Township staff will provide donor with a plaque proof.
2. Once a bench location and plaque proof is approved by Township staff, donor will submit payment of \$1500 with a check made payable to **Upper Gwynedd Township**.
3. Upon receipt of payment, Township staff will order the plaque/bench.
4. Township staff will contact the donor when the plaque/bench is received to discuss the installation timeline.
5. Township staff will email the donor a photograph of the memorial bench after installation.
6. Township staff will provide the donor with a donation recognition letter.

*I understand and agree to all of the terms and conditions above;*

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_