

Donation Application & Agreement

Commemorative Street & Park Furniture

This Donation Application and Agreement is made in accordance with the City of Cranbrook Commemorative Policy for Parks and Open Spaces # 90-202.

DONOR PARTICULARS:

Name: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

BENCH SELECTION: (Complete Page 2 "Plaque Inscription" if Plaque is required)

With Plaque - \$2500

Without Plaque \$2200

Amount of Payment Enclosed: _____

LOCATION PREFERENCE:

Clock Tower Square:

Idlewild Park:

Pop Price Park:

Gyro Park:

Rotary / Spirit Square:

Rotary McKinnon Park:

Kinsmen Greenbelt:

Other: _____

ACKNOWLEDGEMENT:

I, _____, the Donor, fully understand and agree that my donation will follow the terms and conditions established in the "City of Cranbrook Commemorative Policy for Parks and Open Spaces #90-202". These include but are not limited to the following items:

- 1) The cost of the bench will be borne by the Donor as per the price set by the City of Cranbrook. The Public Works Department will install and maintain the structure for a period of 15 (fifteen) years. After 15 (fifteen) years, the Donor has the option to renew at the current replacement cost. If the Donor does not wish to renew, the structure will remain the property of the City of Cranbrook, and may be refurbished and offered to another Donor.
- 2) If the Donor chooses not to renew, staff will make all reasonable attempts to return the plaque. It is recommended the Donor update their mailing address and contact info if it changes over the period of the donation.
- 3) A 2.125" x 5.875" inch plaque is included with a bench donation. The Donor is responsible to sign off a final proof prior to production of the plaque. The Donor has the option to decline having a plaque, in which case the donation amount is reduced.
- 4) Upon receipt of this document, staff will contact a donor to arrange a site visit and bench location confirmation. Final decision on the placement of the bench will be determined by the Director of Recreation & Culture.
- 5) The donation of the bench in no way constitutes ownership of the bench by the donor, nor the land upon which it is situated, or the surrounding lands. The City cannot guarantee that the bench will remain at the designated site indefinitely.

I further understand that payment to the City of Cranbrook must be made in full and this Acknowledgement must be signed prior to the City proceeding with arrangements to have the donation installed. Bench delivery and installation can take up to 12 (twelve) weeks from the time of ordering. Upon receipt of this signed Application and Agreement, Recreation & Culture will return a fully executed Agreement to you.

Donor Signature

Date

Director of Recreation & Culture

Date

This information is collected by the City of Cranbrook in accordance with the *Community Charter* and is protected under the *Freedom of Information and Protection of Privacy Act*. The information will be used to issue a Tax Receipt. Should you have any questions about the collection of this personal information, please contact the City of Cranbrook, Municipal Clerk / FOI Coordinator at 250.426.4211.

Distribution: Original: Corporate Services

Copy: Recreation & Culture

Copy: Public Works

Copy: Finance

Donation Application & Agreement Plaque Inscription

COMPLETE THE FOLLOWING ONLY IF A PLAQUE IS REQUIRED:

Please either fill this form in electronically by typing your preferred text into the box below, or you can print in the box and return a hard copy to Recreation & Culture. For best results, it is recommended to use a larger font with a smaller message. A final proof with recommended fonts/sizes will be produced prior to production – this proof will require your signature for final approval.

Plaque Specifications: Corian – Grey Granite with Black Lettering

Dimensions: Height: 2.125" x Length: 5.875"

Instructions: Please fill in your preferred message in the box below at the default Arial font, 24 point size. You can then use the attached "Plaque Inscription Form" to layout the inscription in your preferred font style. It is recommend to use a larger font with a smaller message, for best results. A final proof with any suggested revisions will be produced prior to production, and will require your final signature for approval.

(Actual Size)

APPLICANT INFORMATION:

Name: _____

Telephone Number: _____ Email Address: _____

APPROVAL:

Signature: _____

Print Name: _____ Date: _____

Office Use Only	Date Application Received:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Donation Expiry:	
	Location:	Date of Installation:	Staff Name & Initial:	Director Recreation & Culture:
	Brief Explanation why NOT approved:			

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