

Name: _____ Date Submitted: _____

Address: _____

Email address: _____

Phone: _____ Cell: _____

Bench Type: _____

In memory of: _____

Inscription:

Please clearly print name and short inscription (approximately 20 words) as you would like them to appear on the plaque.

Preferred Location: _____ Year - # _____

Alternate Location: _____ Year - # _____



Ornamental (manicured, irrigated green space)

Constructed of vinyl coated seat and back with heavy tubular steel frames on concrete pad. Length is 1.5 meters.

COST: \$2,650.00 GST incl.



Natural (naturalized, unirrigated green space)

Constructed of natural wood seat and back with heavy tubular steel frames on concrete pad. Length is 1.5 meters.

COST: \$2,950.00 GST incl.

OFFICE USE ONLY

Application Received: _____
(Date)

(Signature)

Location Approved: _____
(Date)

(Signature & Position Title)

Payment Processed: _____
(Date)

(Signature)

Charitable Receipt: _____
Issued (Date)

(Signature)

Bench Installed: _____
(Date)

(Signature)

Letter/Email Sent: _____
(Date)

(Signature)

PURPOSE

The purpose of the Memorial Bench Program is to provide the opportunity to honour deceased loved ones, by having a bench with a memorial plaque installed on municipal property.

PROGRAM OUTLINE

The City of Swift Current (City) reserves the right to sell memorial benches on a first come, first served basis of a completed application form.

- Memorial benches complete with a plaque may only be purchased to commemorate a deceased individual, family or group. The City reserves the right to refuse any application;
- Plaques are limited to a standard size of 2" x 8" and are limited to 1 per bench. Font size is a ½" to a maximum of 20 words;
- All plaques will be purchased by the City in order to ensure uniformity in design and appearance;
- The cost of a memorial bench complete with plaque and installation is \$2,650.00 GST included for a vinyl coated ornamental bench and \$2,950.00 GST included for a natural wood bench;
- Purchasing a memorial bench is considered a donation and a tax receipt will be issued. Prices are subject to change based on Council approval;
- Once purchased and installed, the City will assume ownership of the memorial bench. Repair and maintenance of the bench will be completed as resources and budgets allow.
- The memorial bench will have a minimum guaranteed life of 10 years.

RESPONSIBILITIES

The City is responsible for:

- Administering the Memorial Bench Program in accordance with the procedures outlined below;
- The City shall work with the applicant to select a preferred location for the installation of the bench. The City reserves the right to refuse a preferred location for any reason.

The applicant for purchase of a memorial bench is responsible for:

- Completing and submitting the required application form to the City;
- Providing suggestion of two sites for location of the bench, working with the City to select appropriate sites for installation of benches;
- Paying for the cost of the bench, memorial plaque/engraving, and installation.

Community Services Memorial Bench Program

APPLICATION

PROCEDURE

- Requests for memorial bench purchases require completion of a Memorial Bench Application Form. The application process is managed by the City's Community Services Division who can assist with completion of the form;
- Eligible bench locations include trails, parks and green spaces that are on municipally owned land within the City of Swift Current boundaries;
- Approval of location for the memorial bench installation is at the sole discretion of the City. The following factors will be considered upon approval of sites:
 - Current density of benches in the area;
 - Access for equipment and personnel to install the bench;
 - Access around the bench;
 - Other site considerations i.e. slope of the ground, potential for flooding of the area, etc.
- An application form is only considered complete when the location of the bench and wording for the memorial plaque has been approved by the City;
- Full payment is due upon approval of the application;
- A memorial bench will not be ordered until the application is considered complete.

VISION ALIGNMENT

Identity

- The Memorial Bench Program contributes to the strengthening of identity by providing opportunities for citizens to remember and reflect on loved ones in a natural setting that has special meaning to themselves or their loved ones;
- Memorial benches provide a functional space for the peaceful use and enjoyment of all passers-by.

Social Fabric

- Similar to the above, the Memorial Bench Program promotes social connectedness by providing resting or gathering spots.

Environmental Stewardship

- The provision of aesthetically pleasing and well positioned benches encourages pedestrian use and compliments the natural landscape.

MEMORIAL BENCH PROGRAM INQUIRES CAN BE MADE:

In person: Community Services
177 1st Avenue NE
Swift Current, SK
S9H 2B1

By mail: Community Services
PO Box 340
Swift Current, SK
S9H 3W1

Phone: 306-778-2787

Fax: 306-778-2194

Email: communityservices@swiftcurrent.ca

Website: www.swiftcurrent.ca