

# Memorial Bench Program

*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"x8" and are limited to 1 per bench. Font size is a 1/2" to a maximum of 15 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 for a vinyl coated 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 budget 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;
- 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 purchasing a memorial bench is responsible for:

- Completing and submitting the required application form to the City.
- Providing suggestions of two sites for location of the bench, working with the City to select appropriate sites for installation of bench.
- Paying the established fee which includes, memorial plaque/engraving, and installation.



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## Application Information

### 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 locations 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, and payment is received.
- Applicant will be notified by email once the memorial bench installation is complete.

### Memorial Bench Program inquiries 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

Email: [communityservices@swiftcurrent.ca](mailto:communityservices@swiftcurrent.ca) Website: [www.swiftcurrent.ca](http://www.swiftcurrent.ca)



CITY OF SWIFT CURRENT  
COMMUNITY SERVICES

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**Bench Style**

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

**Cost: \$2,650.00**

## Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Charitable recipient** Same as above

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Short inscription (15 words maximum) as you would like them to appear on the plaque. No dates are to be included within the inscription.**

\_\_\_\_\_  
\_\_\_\_\_

Preferred location: \_\_\_\_\_

Alternate Location: \_\_\_\_\_