



# Community Tribute Bench Program

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

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

Applicant Contact Info.:

Billing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Alt. Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Applying For:

Tribute Bench (\$500.00 + GST) \_\_\_\_\_

Preferred Tribute Bench Location: \_\_\_\_\_

Alternate Tribute Bench Location: \_\_\_\_\_

Location Approved By: \_\_\_\_\_

Plaque Proof (copy attached) Yes  No

Approved By: \_\_\_\_\_

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

Plaque Installation

Plaques will be installed within four (4) weeks following receiving them at Public Works

Payment Received      Credit Card \_\_\_\_\_      Debit \_\_\_\_\_

Applicant Signature \_\_\_\_\_

City Representative Signature \_\_\_\_\_

### Office Use Only

Plaque proof (copy attached)

Plaque approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Install confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_

Application Reference #: \_\_\_\_\_ Bench ID #: \_\_\_\_\_

Term end date: \_\_\_\_\_

**For tribute bench, the cast bronze plaque must meet the following specifications:**

***Plaque Style:***

- Style: 520 Bevel Border
- Face Finish: Orbital Finish
- Background: LPT04 Brown
- Thickness: 0.375 inches
- Sides: Single Sided
- Size: 8 inches wide by 3 inches high
- Edge Finish: Raised and Brushed
- Mount: Concealed with (4) 6-32 Stainless Steel Threaded Pins and Epoxy

“Tribute Bench” means a park bench that is installed, owned and maintained by the city and approved for inclusion in the community tribute program.

“Term” means a ten year tribute period.

The City assumes no responsibility for claims or damages resulting from errors in layout, formatting or design, including but not limited to errors in wording, spelling, or other inaccuracies related to inscribed information.

At no time will the City display text deemed to be inappropriate in nature, or supporting discrimination, prejudice, or violence.

The City reserves the right to decline any applications at their discretion.

Plaques shall not be inscribed with dates indicating years of birth or death.

Images are not allowed on plaques.

The number of approved applicants for bench tributes will be limited to the number of park benches available for use in the program at any time.

A bench may have a maximum of one tribute plaque affixed at one time. Staff will assist applicants to locate an available bench should their preferred location be unavailable.

Park benches will remain the property of the City.

Plaques will remain the property of the applicant and plaques will be returned to the applicant at the conclusion of the term.

The City is not responsible for the theft, damage or vandalism to any supplied plaques but will endeavor to remove superficial vandalism, such as graffiti, to the best extent possible.

The City will endeavor to maintain all tribute benches at their original locations but reserves the right to re-locate any tribute benches if required for any reason.

If, in the opinion of the Director of Public Works, a plaque is no longer serviceable, the City will return the plaque to the applicant who may choose to supply a replacement plaque for installation.

Should an applicant request to withdraw from a program prior to the end of the term or at any other time, the plaque will be removed and returned to the applicant and no refund will be owed to the applicant.

Where a plaque is removed due to damage and the City is unsuccessful in contacting an applicant within 180 days, the applicant will be deemed to have forfeited any remaining term.

Only City staff are allowed to either affix or remove plaques from City benches.

**Submitting your Application**

Applications can be sent to [PW@sprucegrove.org](mailto:PW@sprucegrove.org) or for more information call 780-962-7584.