



1394 Pine Avenue
Trail, BC V1R 4E6
Phone: 250-364-1262

CITY OF TRAIL

Memorial Bench Application Form

Please complete the following application for the purchase of a memorial bench.

Application Date:

Applicant Information

Name:

Address:

City:

Province:

Postal Code:

Telephone:

Email:

Contact Information (if different from above)

Name:

Address:

City:

Province:

Postal Code:

Telephone:

Email:

Memorial Bench Information

Person/Group being memorialized:

Requested Location:

Applicant to be notified when bench is completed: Yes No

Payment enclosed: \$

FOR OFFICE USE ONLY

- Application accepted
- Tax Receipt issued
- Applicant notified
- Payment received
- Proof confirmation
- Confirmation of location
- Plaque/bench installed

Authorized Signature: _____

Date: _____

Memorial Bench Bronze Plaque

Please complete the following for the bronze plaque to accompany a memorial bench.

Message to appear the plaque:

Memorial Program Maintenance Agreement

As per Council Policy PW017.1, 15-year initial maintenance will include:

- a) Cleaning of Bench
- b) Removing of graffiti or other markings
- c) Repairing vandalism or incidental damage

*In addition to basic maintenance, the donor(s) will also receive a brand new bench (including plaque, if necessary) at no cost if it is damaged beyond repair. Such incidences include, but are not limited to acts of God, intentional Demolition, or if the product becomes completely unfit for use.

Renewal Period Terms:

1. After the 15-year initial maintenance period expires, the donor(s) will have the option of renewal for an additional 10 years.
2. To initiate the renewal period, condition of the bench must be assessed.
 - 2.1. Three months prior to expiry, the City will inspect the bench to create an estimate for the cost of refurbishment.
 - 2.1.1. This can include, but not limited to: painting the bench, replacement of fastening hardware and plank replacement/refurbishment.
3. Upon payment of this refurbishment cost by the donor(s), the subsequent 10-year maintenance period will begin, as per above.
4. If the donor(s) cannot be reached upon end of maintenance period, or chooses not to undertake the required refurbishment cost, the City will remove and return the plaque to the donor(s). The City will attempt to contact the donor(s) using the information provided at purchase
 - 4.1. It is the donor(s) responsibility to update their contact information with the City i.e. address and phone number changes.