

MEMORIAL BENCH APPLICATION FORM

This program may be dedicated in memory of one or more individuals, honoring their past or present contributions to the community, a service club initiative, or any other special event.

Donor Information:

Name: _____

Phone: _____ Email: _____

Address: _____

City: _____ Postal Code: _____

Initial Plaque:

Line 1: _____

Line 2: _____

Line 3: _____

Line 4: _____

Line 5: _____



Contact: Recreation & Culture Department at 604 796-8891 or
via email info@kentbc.ca for more information.
This program is in keeping with Policy 2024-02

Memorial Bench Guidelines:

- The cost of the bench is \$2,500.00 (costs are based on current Fees and Charges Bylaw).
- The cost of the bench includes installation, replacement due to vandalism, fifteen years maintenance, and any applicable taxes.
- The dedication of a bench includes one initial plaque. A \$150.00 fee will be levied for any additional replacement plaques other than those replaced due to vandalism.
- Each contract will cover a fifteen-year period commencing the date the bench is installed. Once the contract expires, a new contract can be purchased, at the rate in place at the time of renewal, as defined by the Fees and Charges Bylaw.
- Plaque wording must be received within 30 days of payment being received.
- Profanity, abusive, or unprofessional language will not be allowed to be engraved on the plaque. A mock-up of the plaque will be provided to the applicant for approval before printing.
- The applicant agrees to the District of Kent's right to set the final location of the bench.
- The District of Kent maintains ownership of the bench. The municipality will complete any maintenance or replacement within the fifteen (15) year term and at no additional cost to the applicant. This maintenance would include theft or vandalism to the plaque or bench.
- It is the responsibility of the applicant to ensure the District has their current contact information for the application.
- Should a person choose to not renew their bench, at the applicant's request the plaque may be returned to them. Staff will keep the removed plaque for sixty (60) days. After this time, if no request has been received, staff will properly dispose of the plaque.
- This program is intended to serve as a recognition program and not be used to market any business or product.
- Full payment is due upon submission of the application.

By participating in this program, I agree to the terms and guidelines set out by the District of Kent
Recreation / Culture Department

Name: _____

Signature: _____ Date: _____

For Office Completion Only

Approved location of bench: _____

Installation date: _____ Site ID #: _____

Contract #: _____ Method of Payment: _____ Staff Signature: _____

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