

BENCH DONATION PERMIT

If you are considering a bench donation, here a few things you need to know:

- Decide on the park location where you would be interested in having the donated bench. Most parks or trails can be accommodated, but there are a few exceptions. The location you choose can have a direct impact on the type, colour, and style of the bench. Call the Parks Department at 905-372-8641 help answer any questions you have about the process or fill out the form below.
- Once the form has been filled out and submitted, contact the Parks Department at 905-372-8641 or parks@cobourg.ca . A site visit will be arranged with Parks Staff.
- The plaque for the bench is on a 2x5 inch brass plate. Plaque wording will be confirmed and approved before ordering.
- You will be asked about payment options and timing (cash, cheque, or money order).
- Benches on municipal land become the property of the Town of Cobourg and are subject to regular maintenance by the Town.

Donation Options:

- White cast metal standard bench \$3000
 - Only available along the waterfront
- Black cast metal standard bench \$3000
 - Available in Upper Victoria Park and in most Parks
- Speciality bench size add \$300
- Concrete with reclaimed wood \$1700
- Metal post and wood style \$1700
- Existing bench with no plaque (purchase a plaque for it) \$800
- Specialty Bench not listed here (contact Parks Office)

Cost includes bench, plaque installation, care and maintenance and concrete base (where required).

Installation:

- Installation can occur when weather conditions are favourable. Please note that it can take several months for a bench to be ordered and delivered or built.
- Once the bench has been received, Parks Staff will contact you about the installation.
- On occasion, there may be a need to relocate the bench for various reasons. If this occurs, all cost will be incurred by the Town and all efforts will be made to contact donor of the new location.

Tax Receipt:

All donations to the Town are eligible for a charitable donation receipt for income tax purposes.

TOWN OF COBOURG / BENCH APPLICATION FORM

Name: _____ Phone: _____

Address: _____

Email: _____

Document updated November 1, 2021

Preferred Location: _____

Bench Type: White cast metal standard bench Black cast metal standard bench

Concrete with reclaimed wood Metal post and wood style Existing bench Other

Reason for Donation:

Birth of a Child Bereavement Celebration Other _____

Commemorative Plaque:

(Please specify)

Yes

No

Commemoration in Name of: _____

(Please Print)

Inscription for Plaque: (Please Print)

The undersigned accepts the terms of this permit.

Dated at Cobourg, ON this _____ day of _____, 20__.

Applicant Name (Print): _____

Signature of Applicant: _____

How to Submit the Form and Payment:

Once your application has been approved, Staff will contact you with payment options. No credit cards

Would you like a tax receipt? Yes or No

For more help, contact the Parks Department at 905-372-8641 or e-mail parks@cobourg.ca

Parks Operation Building: 740 Division Street, Building #7, Cobourg, ON, K9A 0H6

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FOR OFFICE USE ONLY:

Bench type: _____ Size: _____

Installation Date: DAY: _____ MONTH: _____ YEAR: _____

Installation Cost: \$ _____ Paid by Applicant: Cheque Cash

Staff Initials: _____ Cityworks SR#: _____ WO# _____

Comments: _____

Document updated November 1, 2021