

## Recognition Park Bench Donation Policy

### Option 1: Recognition plaque applied to existing bench

- Selected bench must be an existing standard, black powder-coated, steel bench
- Cost of plaque fabrication and installation: \$750
- The donation (bench location, plaque wording, etc.) must be approved by the Department of Parks, Recreation & Waterfront.

### Option 2: New standard bench with recognition plaque

- Installation of a new standard, black powder-coated, steel bench with recognition plaque
- Cost of bench, recognition plaque and installation: \$3000
- The donation (bench location, plaque wording, etc.) must be approved by the Department of Parks, Recreation & Waterfront.

### Option 3: Artisan recognition bench

- Development and installation of a new, custom artisan bench in a proposed location
- Cost of bench proposed by applicant; an additional administrative fee of \$750 will apply.
- Any associated permits must be completed by the applicant; permitting fees may apply.
- Dependent on the materials utilized, an additional annual maintenance fee may apply.
- The bench design must be developed by the applicant and comply with ADA standard requirements.
- The bench design and donation must be approved by the Department of Parks, Recreation & Waterfront, and the Parks & Recreation Commission.



*Standard  
recognition plaque*



*New standard bench with  
recognition plaque*



*Example of an  
artisan recognition bench*

**Please complete and submit the following Park Bench Donation Form.**

*For more information, call (802) 540-2544 or email Deryk Roach at [droach@burlingtonvt.gov](mailto:droach@burlingtonvt.gov).*



## Park Bench Donation Form

Thank you for supporting Burlington parks through your donation! The City of Burlington Department of Parks, Recreation & Waterfront provides this opportunity as a meaningful way for people to remember loved ones, while enhancing our parks for the enjoyment of all.

Donor's Name \_\_\_\_\_

In Honor of \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Donor Signature \_\_\_\_\_ Date \_\_\_\_\_

Your signature on this form indicates you understand that the selected bench and the language on the recognition plaque are subject to approval by the Department of Parks, Recreation & Waterfront. You understand that, as a tax-deductible donation, the bench is the property of the City of Burlington Department of Parks, Recreation & Waterfront and will be maintained according to Department policy and procedures.

### Donation Request

Park Name/Preferred Location \_\_\_\_\_

Bench Option (please check)  Recognition plaque  
 New standard bench with recognition plaque  
 Artisan recognition bench

Estimated cost \_\_\_\_\_

### Recognition Plaque

A standard, stainless steel plaque with laser-etched wording is included in both options 1 & 2. Messages should be simple statements recalling the person recognized or memorialized and cannot include birth or death dates. Wording is subject to approval. Your proposed plaque wording:

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

*Please return this completed form to the address below. For options 1 & 2, please include a check for the total cost, payable to the City of Burlington Department of Parks, Recreation & Waterfront.*