



Title: **Commemorative Bench Program** Policy: 2016-02
Supercedes: 2014-05

Authority: **Council** Approval Date: **May 10, 2016**
Effective Date: **May 10, 2016**

PURPOSE

To provide a standard policy for acceptance of donations to install commemorative benches in Town of Hanna facilities.

POLICY STATEMENT

The Commemorative Bench Program is established by the Town of Hanna to allow benches to be purchased at the request of individuals interested in donating a bench that can be placed within our parks, cemetery, green spaces or along the walking trails. These benches may recognize the life of a loved one, celebrate an event or recognize a business in the community.

RESPONSIBILITIES

Town of Hanna Administrative Services is responsible to ensure the accuracy and currency of this policy with respect to the above.

STANDARDS & PROCEDURES

The Town of Hanna provides commercial quality equipment within our parks and green space areas as they are public spaces.

Each bench will be secured on a concrete pad to prevent them from being moved once they are placed. The benches are high quality powder-coated metal frames with plastisol covering on the seating area.

The donation required to purchase either style of bench is \$1,500.00, which includes the cost of the bench, freight, installation and gst. The engraving on the plaque is the responsibility of the donor.

The Town will provide maintenance and repairs to the bench for a minimum of 15 years, however after that point the bench may need to be removed from service. The bench has a 5 year manufacturer's warranty and is commercial grade so it is the expectation that the lifespan of the bench will exceed 15 years. Once removed from service, the Town will not be responsible to replace the commemorative bench.

The Town of Hanna will accept funds donated for the purchase of commemorative benches in three styles and three colors. In an effort to maintain symmetry within each type of facility, the location of the bench will determine the style and color permitted.



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The styles are as follows:

Courtyard Style
With Rib Pattern



Estate Style
With Perforated Pattern



Designer Style
With Rib Pattern



Each Bench is 6 feet in length and includes a 4" x 6" brushed stainless steel memorial plaque in the center of the back rest. Each style is available in Dark Green, Deep Brown or Black.

**TOWN OF HANNA
GENERAL POLICY**



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The style and colour permitted within each type of facility is as follows:

Courtyard Style Bench in Dark Green
Memorial Park
Kinsmen (Turtle) Park

Courtyard Style Bench in Black
OR Designer Style Bench in Dark Green
RCMP Park

Courtyard Style Bench in Dark Green
OR Designer Style Bench in Dark Green
Winkler Park
Fox Lake Park
Triplex Facility
Museum Ball Diamonds
East Canada Goose Monument
West Canada Goose Monument

Estate Style Bench in Deep Brown
Hanna Cemetery

Estate Style Bench in Dark Green
Hanna Visitor Information Center

Estate Style Bench in Black OR
Designer Style Bench in Dark Green
Hector King-Hunter Pioneer Park

Designer Style Bench in Dark Green
Walking Trails



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Commemorative Bench Order Form

Town of Hanna Policy 2016-02 provides a standard policy for acceptance of donations to install commemorative benches in Town of Hanna facilities.

The policy allows benches to be purchased at the request of individuals interested in donating a bench that can be placed within our parks, cemetery and green spaces or along the walking trails. The benches include a 4" x 6" brushed stainless steel memorial plaque in the center of the back rest which may be engraved to recognize the life of a loved one or celebrate an event in the community.

DONOR: _____ RECEIPT # _____

MAILING ADDRESS: _____

TEL. #: _____ E-MAIL: _____

Preferred Location, Style and Color:

_____ Memorial Park	_____ Courtyard Bench – Dark Green
_____ Kinsmen (Turtle) Park	_____ Courtyard Bench – Dark Green
_____ RCMP Park	_____ Courtyard Bench - Black _____ Designer Bench – Dark Green
_____ Winkler Park	_____ Courtyard Bench – Dark Green _____ Designer Bench – Dark Green
_____ Fox Lake Park	_____ Courtyard Bench – Dark Green _____ Designer – Dark Green
_____ Triplex Facility	_____ Courtyard Bench – Dark Green _____ Designer Bench – Dark Green
_____ Museum Ball Diamonds	_____ Courtyard Bench – Dark Green _____ Designer Bench – Dark Green
_____ East Canada Goose Monument	_____ Courtyard Bench – Dark Green _____ Designer Bench – Dark Green

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_____ West Canada Goose Monument	_____ Courtyard Bench – Dark Green
	_____ Designer Bench – Dark Green
_____ Hanna Cemetery	_____ Estate Bench – Deep Brown
_____ Hanna Visitor Information Centre	_____ Estate Bench – Dark Green
_____ Hector King Hunter Pioneer Park	_____ Estate Bench – Black
	_____ Designer Bench – Dark Green
_____ Walking Trail	_____ Designer Bench – Dark Green

Other Comments _____

I HEREBY AGREE THAT MY DONATION OF \$1,500.00 (INCLUDING GST) WILL PROVIDE A COMMEMORATIVE BENCH FOR THE TOWN OF HANNA.

I UNDERSTAND THAT THE TOWN OF HANNA WILL ORDER, INSTALL, MAINTAIN AND REPAIR THE BENCH FOR A MINIMUM OF 15 YEARS AND THAT THE TOWN OF HANNA MAY REMOVE THE BENCH FROM SERVICE AFTER THAT TIME. THE TOWN OF HANNA WILL NOT BE RESPONSIBLE TO REPLACE THE COMMEMORATIVE BENCH ONCE REMOVED.

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO HAVE THE PLAQUE FOR THE BENCH ENGRAVED AND RETURNED TO THE TOWN FOR PLACEMENT ON THE BENCH.

SIGNATURE: _____ DATE: _____

NAME (please print): _____

STAFF SIGNATURE: _____ DATE: _____

NAME (please print): _____