



CITY OF
VERNON
CORPORATION OF THE CITY OF VERNON
3001 – 32 Ave, Vernon, B.C., V1T 2L8
Phone: 250-550-3634 Fax: 250-545-5309
csbreception@vernon.ca
www.vernon.ca

REQUEST FOR COMMEMORATIVE FEATURE BENCH, PICNIC TABLE OR TREE

DATE OF REQUEST: _____

Remember a loved one, honour a special occasion, or simply participate in the beautification of your community. Commemorative features can be park benches, picnic tables, or trees. Benches and picnic tables include mounted, personalized plaques. Options include:

BENCH	\$3,200 including taxes (cash, cheque or debit card only) Selected This fee covers the cost of a concrete pad, the bench, the plaque (see below), installation costs and 10 years of maintenance.
PICNIC TABLE	\$3,800 including taxes (cash, cheque or debit card only) Selected This fee covers the cost of a concrete pad, the picnic table, the plaque (see below), installation costs and 10 years of maintenance.
TREE	\$800 including taxes (cash, cheque or debit card only) Selected This fee includes a large caliper tree, installation and maintenance costs. (No plaque is placed at a tree.)
PLAQUES	Size of plaque is 3" x 8" (75mm x 200mm). Engraved text to include a maximum of four lines of text with each line of text containing up to 32 characters (including letters, spaces and punctuation). Please choose a message that is uplifting, inspirational or celebrates the enjoyment of the park space. Birth/death dates are not permitted. Advertising messages are not permitted. Two names can be put on the plaque as long as all text fits into four lines of 32 character each.

LOCATION

Park Name:	
Location within park:	Please describe and if possible, attach a map (perhaps printed off Google maps) with the location marked.

Applicant Name:	Applicant Signature:	Phone:
Address:	City:	Postal Code:
Email:		

APPROVALS

Parks Planner:	Date:	
Manager, Parks and Open Spaces:	Date:	
Finance (payment received):	Date:	

Locations and Installation Considerations:

The approved location of a bench/table installation or tree planting site depends on proposed future development within a park, the location of underground utilities, and other site restrictions. Some parks may already be at capacity and therefore a space may not be available. The Parks Planner will review the proposed location with Parks Operations prior to approval.

For 10-year dedications, the term begins once the commemorative feature is installed. If you wish to renew a bench or table dedication after the 10 years run out, payment must be made for the cost for replacing and maintaining, the bench or table at the then-prevailing rate.

Delivery of the bench, table or tree can take up to six to eight weeks. Installations occur twice per year; in the spring and fall (weather permitting). Exact dates cannot be specified due to weather, grower supply (for trees), park construction and special events. Depending on the timing of the order, the installation will be scheduled for the next available dates.

A proof copy of the engraved plaque as it will appear, will be sent to the applicant for approval prior to it being ordered from the engraver.

For Further Information Contact:

The City of Vernon Community Services:

Phone: 250-550-3634 Fax: 250-545-5309 Email: csbreception@vernon.ca

Payment:

1. **You must confirm with the City that your proposed location is available prior to making payment.** The Parks Planner must approve the location and for plaques, the proposed inscription before the application can be processed.

2. Full payment is required before a commemorative feature is ordered, and **payment can only be accepted in the year that the feature will be installed.** Payment may be made in person at City Hall by cash, cheque or debit card (please confirm your transaction limit with your bank.) Unfortunately, in order to keep costs down, credit cards are not accepted. Or you may mail a cheque with a completed, signed copy of this form to:

City of Vernon

Attn: Parks Planner
Community Services Building
3001 - 32 Avenue
Vernon, BC V1T 2L8

In loving Memory of our Mom

Jane Doe

A true lover of all
creatures big and small