



Memorial & Tribute Bench Program

Washington Parks & Recreation

Revised 5/8/2024

Bench: Five-foot (5)' long, six (6) slat engravable bench made of 95% pure recycled plastic.

Bench styles are subject to change and may differ if part of a redesign or capital project.

Pricing:

- \$2,500 donation includes a new bench (with up to three (3) lines of engraving) and a concrete pad
- \$1,500 donation includes the replacement of the existing bench with a new bench (with up to three (3) lines of engraving)

Price includes bench, shipping, engraving, assembly, concrete work, site grading & restoration, and installation. Prices are subject to change.

Payment is due when the application is submitted.

Locations: Locations in parks and open spaces are limited and preselected. Requests are filled on a first come first serve basis.

Staff will work with donors to find the best location available for the bench. Final bench placement is at the discretion of Parks & Recreation Staff.

Bench locations will be recorded in the Memorial Bench Database and digital GIS map on the City's website at

bit.ly/memorialbenchlink



Example of the bench with 3 slats of engraving

The City has the right to limit the number of benches on City property including parks and trails.

Not accepting benches in these parks/locations: Lions Lake, Dog Park & Angel of Hope.



Terms & Conditions: The life expectancy of a bench is 10 years, though many may last longer. Maintenance and repairs are covered for 10 years. It is understood that normal weathering of benches may occur and shall be acceptable to the donor. If within the life expectancy of the bench, it is damaged due to vandalism or natural causes, the bench will be replaced by the City.

After 10 years, benches can be renewed or replaced as needed, if unsuitable or unsafe. At the end of the term, the bench will be available for renewal based upon the current fee schedule with the first right of refusal given to the original bench donor.

The city has the right to remove or relocate a bench if it is deemed in the best interest of the City and will attempt to contact the donor.

Not responsible for lost or stolen benches.

Flowers/plantings, additional plaques, and decorations on or around the bench are not allowed.

Donation Procedure

- 1. Submit Memorial & Tribute Bench Program Application with the desired engraving.
PAYMENT IS DUE AT THIS TIME. *Prices are subject to change.*

THE DEADLINE EACH YEAR FOR ORDERING IS: AUGUST 1

- 1. Once the location is agreed upon, the engraving request will be submitted to the bench manufacturer for a proof.
- 2. Proof will be emailed to the donor for approval.
- 3. Once approved, the order will be placed by the City.
- 4. Benches will be installed October/November – March.
- 5. Donor will be notified of the bench location once installed.

Contact Information:

Mailing address:
 City of Washington
 Parks & Recreation Department
 405 Jefferson Street
 Washington, MO 63090

Email:
 parks@washmo.gov

 Phone:
 (636) 390-1080

Name: _____
Street: _____
City: _____ **State:** _____ **Zip:** _____
Daytime Phone Number: _____
E-mail: _____

Desired Location: _____
Alternate Location(s): _____

Engraving: No maximum number of characters, the manufacturer will do their best to accommodate.

Line #1 _____
Line #2 _____
Line #3 _____

Office Use:

Received date: _____ Proof approval date: _____
 Bench ordered date: _____ Installed date: _____
 Donor contacted of installation date: _____