Memorial Bench

PROGRAM OVERVIEW

- Memorial benches are available in designated park locations as indicated on the **Park Amenities Map**.
- The program provides a way to recognize and commemorate individuals or groups in public spaces.
- Memorial benches will remain on City of New Westminster property.

REQUESTOR INFORMATION

Name:

Address:

City: Postal Code:

Phone: Email:

PARK BENCH INFORMATION

Please refer to the **Park Amenities Map** on the website for fixed available park benches and indicate first and second choices.

Park / Location: Asset ID#: (first choice)

Park / Location: Asset ID#: (second choice)

PLAQUE MESSAGE

The plaque can accommodate a maximum of 48 characters per line and four lines of text.

PROCESS

1. Review the memorial bench guidelines on the back of this form, then sign and date the Term Agreement.
2. Complete, save and send this application by email to **active@newwestcity.ca**.
3. Once this application has been reviewed and accepted by City staff, you will receive an email confirmation and payment instructions (VISA, MasterCard, or Cheque).
4. Parks staff will forward a proof of the plaque for your approval.
5. 10-year term begins on the date the plaque is installed.

PARKS ADMINISTRATION

For City staff use only. Requestors should leave this section blank.

Date Received: Transaction Number:

Cost: Date Paid: Method of Payment: Credit Card ☐ Cheque ☐

1. Plaque Proof Received: **2.** Plaque Proof Approved:

3. Date Plaque Received: **4.** Date Plaque Installed:

Park Amenities Map Updated: ☐

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MEMORIAL BENCH GUIDELINES

Application & Payment

- Select an available bench location from the **Park Amenities Map**. A bench must be confirmed before payment is accepted.
- Full payment is required at the time of confirmation.
- Prices are set in accordance with the Fees and Charges Bylaw No. 6673, 2001 and may be adjusted annually.

Bench & Plaque Standards

- The City has final approval of bench type, location, and plaque wording.
- One plaque per bench permitted.
- Plaque details:
  - Cast bronze, 12 - 16" long by 2" tall.
  - Maximum 48 characters per line (spacing and punctuation included), up to 4 lines.
  - Proof provided for review before casting.
- Placement:
  - Standard benches: plaque centered on the seat back.
  - Backless benches: plaque installed on outer plank.
- Wording must comply with the **City's Code of Conduct**. Advertising is not permitted under Parks Regulation Bylaw No. 3646, 1959 (section 16).
- Plaques may be changed for a fee in accordance with the Fees and Charges Bylaw.

Maintenance & City Rights

- The City maintains dedicated benches in good condition in prioritization with other park amenities.
- Benches may be temporarily removed for park maintenance, upgrades, events, or filming.
- The City may relocate a bench for reasons such as safety, maintenance, or redevelopment. Reasonable efforts will be made to notify the requestor.

Requestor Responsibilities

- Keep contact information current with Parks Administration.
- Do not add, alter, or modify the bench without written City consent. Unauthorized modifications will be removed at the requestor's expense.
- Painting, taping, or attaching items to the bench is strictly prohibited.
- No person shall deposit any waste, matter or other substance of any kind in or upon park property per Bylaw No. 7673, 2014.
- No person shall obstruct the free use and enjoyment of any parks by any other person Bylaw No. 7673, 2014.

Term Agreement

The Term of this agreement between the requestor and the City of New Westminster will be for ten (10) years, beginning on the date of installation. By signing below, I confirm that I have read, understood, and agree to the guidelines and terms for participation in the City of New Westminster Memorial Bench Dedication Program. I believe all information provided in the request form to be true and accurate to the best of my knowledge.

Request to keep plaque at the end of the term: Yes ☐ No ☐

I understand that it is my responsibility to keep my contact information up to date and to notify the Parks Administration Office of any changes: ☐

Date: _____ Signature: _____