



BENCH / BRICK REQUEST Application

APPLICANT INFORMATION

Name:	Organization:	
Mailing Address:	City:	Postal Code:
Phone No:	Email:	

Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: duncan@duncan.ca or phone: 250-746-6126.

LOCATION OF BENCH & WORDING ON PLAQUE/BRICK

Property Address or Description of Desired Bench Location: (Please include a second preference if possible)

Note: Bricks are placed on City Square only.

WORDING

Wording on Plaque: (Name plus 30 words maximum)

Wording on Brick: (10 words maximum or 70 characters)

PAYMENT INFORMATION

Full amount required upon application: \$2,500 for Bench - \$100 for Brick **Payment Received**

REQUIRED SIGNATURES

This form in no way constitutes an agreement or guarantee by the City of Duncan to perform the work specified.

Circumstances may exist or arise that cause the City to not proceed. This form is simply for information and administrative purposes only. Should the work not proceed due to a decision by the City, the payment amount will be refunded.

This is a tax deductible donation and a receipt will be mailed to the applicant's address above upon approval.

The amounts of \$2,500 for a bench and \$100 for a brick are flat rate fees and reflect a small contribution towards ongoing maintenance. There is no reimbursement if the actual costs of installation are less than the amount paid.

The City will ensure that the Bench/Brick is maintained for a minimum of 10 years. After that, it may be moved, changed, or abandoned, if circumstances require it.

APPLICANT SIGNATURE

DATE

APPROVED BY

DATE