

## Commemorative Bench Program

### The Process

The first step is for the family/group to decide on an appropriate location to have a bench installed. Parks staff will assist with the site selection for those wishing a site in a City park and Cemetery staff will assist with the arrangements for those wishing a bench installed in Greenwood Cemetery.

The financial contribution to participate in the program is \$2,440.00 plus HST (subject to change with Council approval) for the purchase, delivery, and installation of the bench on a concrete pad.

After the bench is installed, the City assumes ownership and responsibility for ongoing maintenance of the bench.

### Plaques

Commemorative plaques may be installed to identify the commemorative bench and are included in the program fee. The plaques are made of durable Corian® and can be inscribed with wording of your choice, provided the number of letters can suitably be accommodated.

The City of Owen Sound is not responsible for the maintenance or replacement of commemorative plaques.

### Contact Information

If you have any questions about this program, please contact:

Amanda Tennant-Bumstead, Parks & Cemetery Administrative Coordinator  
Owen Sound City Hall  
808 2<sup>nd</sup> Avenue East  
Owen Sound, ON N4K 2H4  
Tel: 519-376-3203  
Email: [atennant@owensound.ca](mailto:atennant@owensound.ca)

## Commemorative Bench Application Form

### Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Bench/Plaque Information

Plaques are 15cm (length) x 5.4cm (height) and can accommodate short commemorative messages.

Bench Location: \_\_\_\_\_

Plaque Wording:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ (payment to be made to the "City of Owen Sound")

Payment can be made via cash, cheque, or debit.

Individuals will receive an Official Donation Receipt from the City of Owen Sound.

Completed forms and payment can be delivered in person to City Hall or via mail:

City of Owen Sound  
Attention: Service Owen Sound  
808 2<sup>nd</sup> Avenue East  
Owen Sound, ON N4K 2H4

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### Office Use

Process payment at front counter and attach receipt to application form.  
Place in Cemetery mailbox.