



Commemorative Bench Donation Program Process

On behalf of the Darien Parks & Recreation Department, thank you for your interest in our Commemorative Donation Program. The program enables members of the public to contribute to the development and enjoyment of Darien's Parks while providing a way to commemorate or memorialize a loved one or special event.

The first step in the donation process is to fill out the Parks Donation Application Form included in this package and return it to the Parks & Recreation Department. You will be asked to designate whether you'd like to donate a park bench for one of the Darien parks, beaches or athletic fields or playgrounds within a park and at which park you'd like to have it installed. We will work with you to determine the best location within that park for your donation. The application form also provides a place for you to state exactly what you would like to engrave on the plaque to be placed on the bench.

The Parks and Recreation Department has pre-approved style park benches and shall have final approval of the bench location and the plaque size, style and wording.

Your donation may be made via check, cash or credit card. Once it is received, the Parks & Recreation Department will have your donation processed and issue you a tax receipt.

Donors should be aware that they do not have any priority use of the bench. The bench becomes public property. The Parks staff attempt to maintain all park features in good condition, and make repairs as needed; donated items will not be given priority treatment.

When your bench is installed, you'll receive notification and a thank you letter.

Please note that the Parks & Recreation Department is accepting donation applications for the following parks: Baker Park, Cherry Lawn Park, Frate Park, McGuane Park, Pear Tree Point Beach, Selleck's Woods Nature Preserve, Stony Brook Park, Tilley Pond Park, Town Hall & Holahan Fields, Weed Beach, Woodland Park Nature Preserve and Diller Park.

Feel free to contact the Parks & Recreation Department if you have any further questions or would like to proceed with a donation.

Sincerely,
Darien Parks & Recreation Department

2 Renshaw Road
Darien, CT 06820
203-656-7325
parkrec@darienct.gov



DARIEN PARKS & RECREATION COMMEMORATIVE BENCH DONATION PROGRAM

Thank you for your interest in our Commemorative Donation Program and contributing to the development and enjoyment of our parks!

The bench style and donation prices slightly vary depending on the park site. There may be additional requirements at certain park sites within the Town. Please note that pricing may change over time. Your donation will become Town property, and will be placed on the Town's regular maintenance schedule. The donation may be relocated or removed whenever necessary; all reasonable efforts will be made to notify the donor if their donation is affected.

The prices listed below include all administrative work, the cost of the bench, an engraved plaque, installation, maintenance and repair of the bench for 10-years.

- Teak Park Bench \$2,500
- Pear Tree Point and Weed Beach Bench \$2,500
- Athletic Field Bench \$2,000
- Playground Buddy Bench \$2,000
- Adirondack Chair \$TBD

The identity of donors becomes public record.

- All donations are accepted on a basis that they will be maintained by the Town of Darien for 10-years. After 10 years you will have an opportunity to renew your donation.
- The donation is tax deductible and an official tax receipt will be issued to the donor by the Town of Darien
- Donated benches will be fitted with a plaque, inscribed with a message of 3 to 4 lines with up to 30 characters, including spaces, on each line. Please note Buddy Benches have the message engraved in the wood of the bench and can only be a positive message, not dedicated to a person.
- Wording for signage on donated assets should have a positive tone. Donors are encouraged to choose messages that are uplifting, inspirational or promote enjoyment of the park area in which the asset is located.
- Dates indicating lifetime and wording that serves to create a memorial to a deceased person or persons will not be permitted.
- Messages of a private nature and acronyms are not permitted, as they may be wrongly interpreted by members of the public. You'll receive a proof of your inscribed message. This is a printed version of how it will look when it is installed. It's your responsibility to approve the proof and send it back to our Parks & Recreation Department.
- Parks & Recreation Commission will review and adjust the costs annually.

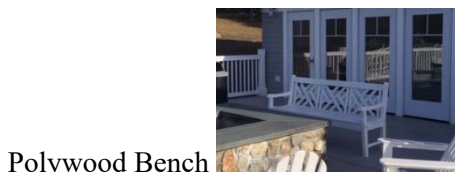
PARKS DONATION APPLICATION FORM

DONATION INFORMATION:

What you would like to donate:



Teak Park Bench



Polywood Bench



Athletic Field Bench



Buddy Bench



Adirondack Chair

DONOR CONTACT INFORMATION:

Name: _____ Address: _____

Home phone: _____ Cell phone: _____ Email Address: _____

Organization (if applicable): _____ Address: _____

Phone: _____ Email Address: _____

INCOME TAX INFORMATION:

A tax receipt/letter will be provided to the person(s) paying with cash, check, or a credit card, indicating the individual donor name(s), address(es) and amount(s).

LOCATION INFORMATION: Where would you like to have the donation installed? Provide two or three alternative locations. Attach a map or sketch, if possible. Please note the location is not guaranteed and will ultimately be the choice of the Parks and Recreation Department.

Option 1: Park _____ Location w/in Park _____

Option 2: Park _____ Location w/in Park _____

Option 3: Park _____ Location w/in Park _____

PLAQUE WORDING:

Signature: _____

Date: _____

TOWN OF DARIEN'S PARKS DONATION PROGRAM:

1. Donations must contribute to public enjoyment of parks, and not interfere with the accessibility or use of the park by any member of the public.
2. The donation will become Town property. Staff reserves the right to relocate or remove the donation whenever necessary. All reasonable effort will be made to notify the donor if their donation is affected.
3. The Parks & Recreation Commission has pre-approved standard benches. The type of benches permitted is dictated by the desired location and site conditions.
4. The Parks & Recreation Department shall have final approval of the bench type and location.
5. The Parks & Recreation Department will have final approval of plaque size, style, and wording.
6. The cost of the purchase, installation and maintenance of the bench/chair shall be charged to the donor. This is to be based on the average cost for purchase, installation and maintenance for a 10-year period. The Parks & Recreation Commission and the Parks & Recreation Director will review/adjust the costs annually.
7. The Parks & Recreation Department will include the donated park asset in its normal schedule of care or maintenance.
8. The Parks Crew needs to continue their regular maintenance of park areas; therefore donations shouldn't interfere with those activities.
9. The installation timeline will be set by the P & R Department based on availability, delivery window and staffing. Bench installations can be scheduled from September through March; installations will NOT be scheduled between the months of March and September.
10. Placement of memorial wreaths, flowers or other items or any modifications to the bench will not be permitted.
11. Donors will have the opportunity to continue their sponsorship of the donation after the 10-year donation period by paying the future costs of the donation. If the donor is not interested in continuing the donation or cannot be reached within three months prior of the 10-year term expiring, the donation and/or plaque will be removed and a new donor will have the opportunity for donating at that site. It will be the responsibility of the donor to keep their contact information current with The Parks & Recreation Department.
12. Adirondack Chairs will be grouped in three's and locked together for securing purposes.

I have read and consent to the above noted policies of the Parks Donation Program.

Signature

Date