

CITY OF MANITOWOC BENCH DONATION FORM

Print Donor Name: _____

Address: _____

Phone #: _____

E-mail address: _____

Quantity of Benches: _____ @ \$2,520
_____ @ \$1,200



Park and/or location(s): _____

Inscription: _____

By signing below, I affirm that I have read, understood, and agreed to the memorial bench terms, and I request a bench with the details described.

Date: _____

Signature: _____

Return completed forms along with payment to the City of Manitowoc – Parks Division, 900 Quay St., Manitowoc, WI 54220.

Payment can be made to the City of Manitowoc – Parks Division by cash, check, or credit card. Additional fees will apply for payments made by credit card.

For office use:

Dates: Paid: _____ Ordered: _____

What is the Bench Donation Program?

The Bench Donation Program allows friends and family to honor the memory of a loved one, celebrate a special event in someone’s life, or honor a person or organization that has made a difference in the community with the purchase of a park bench in one of Manitowoc’s city parks or on other City property. Dedicating a park bench provides a lasting remembrance and enhances the meaning of a bench for park visitors. The gift is also a valuable contribution to the community’s park system.

People of all ages visit Manitowoc’s system of trails, athletic fields, facilities, and playgrounds every day, and the city parks are host to numerous special events and community or family gatherings. Your generous gift will be recognized and appreciated by visitors for years to come.

Can I choose the location?

Parks staff will work with the donor to find a mutually agreeable location that meets the donor’s wishes and conforms to the intended use of the space. The Parks Division, however, reserves the right to make the final determination. Some locations may be at capacity and no longer accept bench donations. *(For benches along the Mariners Trail, please contact the Friends of the Mariners Trail group.)*

How does the program work?

The design of the bench is determined by the Parks Division. Bench designs may differ due to park design and/or availability.

After payment has been received, the City of Manitowoc will purchase and assemble the bench, provide a concrete bench pad, secure the bench to the pad, and get the plaque engraved. The plaque will be attached to the bench's backrest. Benches are typically installed between April and October. Due to supply chain issues and contractor work load, it can often take six months or more to complete the installation.

Once installed, the bench becomes property of the City of Manitowoc, open and available for general public use in a manner consistent with City and/or park policies. The City of Manitowoc reserves the right to re-locate the bench at no cost to the owner, if required, for future development, park activities, or easement needs. The City of Manitowoc will not be responsible or liable for theft, acts of nature, acts of vandalism, or other actions causing damage to the bench. At the City's sole and absolute discretion, the City may replace or repair the bench, but shall have no obligation to replace or repair.

Memorial items, such as photos, flowers, flags, banners, or other items

are not permitted on or around the bench and will be removed.

Are there restrictions on the inscription?

The donor may choose the inscription based on the allotted space on the plaque. The City of Manitowoc Parks Division reserves the right to reject, modify, and approve the final inscription.

What is the cost?

The cost for the purchase of a new bench, engraving, and installation is \$2,520, including sales tax. Additional fees may apply for remote locations or those that require additional site preparation.

Are there any less expensive options?

Some existing un-inscribed benches may be upgraded to a memorial or dedication bench for \$1,200, including sales tax.

The City of Manitowoc also has a Tree Donation Program with options for engraved markers.

Need more information?

City of Manitowoc – Parks Division
900 Quay St., Manitowoc, WI 54220
Phone: (920) 686-3580
Email: ParksAdmin@manitowoc.org
www.manitowoc.org

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