

Commemorative Bench & Tree Program Request Form

APPLICANT INFORMATION

First Name		Last Name	
Street Number	Street Name		Suite/Unit #
City		Province	Postal Code
Phone	Cell	Email	

PREFERRED LOCATION (Specific location is at the discretion of Municipal staff.)

1ST CHOICE <input type="checkbox"/> Main Street/Downtown <input type="checkbox"/> Park <input type="checkbox"/> Trail <input type="checkbox"/> Facility <input type="checkbox"/> Cemetery	VILLAGE: <input type="checkbox"/> Bayfield <input type="checkbox"/> Dashwood <input type="checkbox"/> Hensall <input type="checkbox"/> Zurich <input type="checkbox"/> Varna/Brucefield
2ND CHOICE <input type="checkbox"/> Main Street/Downtown <input type="checkbox"/> Park <input type="checkbox"/> Trail <input type="checkbox"/> Facility <input type="checkbox"/> Cemetery	VILLAGE: <input type="checkbox"/> Bayfield <input type="checkbox"/> Dashwood <input type="checkbox"/> Hensall <input type="checkbox"/> Zurich <input type="checkbox"/> Varna/Brucefield

REQUEST FOR:

Please tick appropriate box. Price includes bench plaque, but not installation costs. Plaques are not currently available for trees.

Commemorative Bench: \$1,320.85
 Commemorative Tree: \$250.00

TREE – CHOICE OF SPECIES:	
<input type="checkbox"/> White Maple <input type="checkbox"/> Sugar Maple <input type="checkbox"/> Tulip Tree	<input type="checkbox"/> White Oak <input type="checkbox"/> White Spruce

PLAQUE WORDING

Wording is limited to 25 letters including spaces, is centred on the plaque and layout is at the discretion of the Municipality. The Municipality reserves the right to approve wording. Commonly used phrases include: In Memory of (12 letters); To Commemorate (14 letters); To Celebrate (12 letters).

PAYMENT INFORMATION

The donation of a bench or tree is tax deductible

Payment Options: Debit Cheque Cash (in office only)

Cheque Payment: Please make payable to "Municipality of Bluewater" with "Donation - Tree" or "Donation - Bench" in the subject line. Completed forms may be mailed or returned with cheque to: Municipality of Bluewater, 14 Mill Avenue, Box 250, Zurich, ON N0M 2T0.

Payment by Debit: Visit the Municipal Office at the address above with your completed form to make payment by Debit Card.

The Request Form must be submitted accompanied by payment in order to be processed. **Please note an additional bill may be mailed to you at a later date to cover the cost(s) of the installation.**

Would you like a Tax Receipt? Yes No

(For tax purposes, you must submit full payment by the end of office hours on the last business day of the applicable calendar year.)

Would you like a certificate suitable for framing? Yes No

All donations and/or in kind donations made to the Municipality of Bluewater and its agencies must be given unconditionally and voluntarily without any expectation of benefit. A donation cannot be used to influence the outcome of an outstanding approval, permit or license application or award of a procurement call. You must advise the Municipality in writing if you, your organization or company is currently involved in a planning approval or procurement process with the Municipality or its agencies.

Signature _____ Date _____

Do you have questions? If so, please contact Lacey Vander Burgt, Administrative Assistant - Facilities at lvanderburgt@municipalityofbluewater.ca.

FOR STAFF USE

Date Received: _____ Date Contacted: _____ Payment Complete: _____ Item Ordered: _____
Installation Complete: _____ Tax Receipt Sent: _____ Photo/Certificate Sent: _____

MUNICIPALITY OF BLUEWATER COMMEMORATIVE BENCH & TREE PROGRAM
14 Mill Avenue, Box 250, Zurich, ON N0M 2T0 • municipalityofbluewater.ca •
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