



SURREY PARKS DONATION BENCH PROGRAM

The City of Surrey's Park Donation Program invites residents to celebrate a special occasion or honour a legacy by making a donation to a City park bench. If you would like to make a donation, please submit an electronic copy of this form via email to partnersinparks@surrey.ca, or mail a hard copy to:

City of Surrey – Park Partnerships
6651 - 148 Street
Surrey, B.C.
V3S 3C7

After an evaluation of your request, Parks staff will contact you to let you know if a donation is available in the park you've requested. All donations must directly benefit the people of Surrey and fall in line with the City's strategic park plan. The approved location of a bench installation depends on proposed future development within a park, the location of underground utilities, sensitive habitats, and other site restrictions. Some parks may already be at capacity and therefore a new bench may not be available.

Bench donations are not available at the following locations:

- ❖ Crescent Beach
- ❖ Blackie Spit Park
- ❖ Elgin Heritage Park
- ❖ Mud Bay Park
- ❖ Crescent Park
- ❖ Kwomais Point Park
- ❖ Boundary Park

You may be asked to attend an on-site meeting at the park with the Park Partnerships Coordinator and technical staff. At this meeting, you will decide:

- ❖ What your donation will go towards: a new or existing bench
- ❖ Where your donation will be located
- ❖ What you would like to have written on the plaque

Once your request is approved, you will be asked to provide your donation via cheque, cash, or credit card. The Park Partnerships Coordinator will have your donation processed and the City of Surrey will issue you a tax receipt. Full payment is required upon final approval and the term begins once the bench is installed. When your installation is complete, you will receive a thank-you letter from the Park Partnerships Coordinator. It is the donor's responsibility to keep current contact information on record with the City of Surrey.

Donors should be aware that they do not have any priority use of the donation. Donated benches and the space in which they are installed remain the property of the City of Surrey. While Parks Division staff does their best to maintain all park features in good condition and make repairs as needed, donated items will not be given priority treatment.

AVAILABLE OPTIONS AND COSTS

Option 1 - New Bench Donations:

All new bench donations are for a fixed 20-year term. Bench styles are pre-determined by City staff and are dependent on the future plans for the park. The prices listed below include the cost of the bench, an engraved plaque, installation, basic maintenance, and repair of the bench for the 20-year term.

- ❖ Surrey Bench \$2800
- ❖ Cast (Frances Andrews) Bench \$3800

Option 2 - Dedications on Existing Benches:

Dedications on existing benches are for a fixed 20-year term. Where a park has reached its capacity for new assets there is an option to donate to an existing bench. Dedication costs for existing benches will be based on a 20-year full bench life, as well as the specific type of bench available. Depending on the life span remaining, the donation cost will be pro-rated in 5-year increments.

- ❖ Surrey benches will be based on a cost of \$700/5 year increment
- ❖ Frances Andrews benches will be based on a cost of \$950/5 year increment

The cost of existing benches is calculated as follows:

Age of Bench	Lifespan Remaining	Surrey Bench Cost	Frances Andrew Bench Cost
1 – 5 years old	15 – 19 years remaining	\$2,100	\$2,850
6 – 10 years old	10 – 14 years remaining	\$1,400	\$1,900
11 – 15 years old	5 – 9 years remaining	\$700	\$950
16 – 20 years old	1 – 4 years remaining	New bench required at full cost.	

There may be additional requirements at certain park sites within the City. Please note that pricing may change over time.

RENEWALS

Once the 20-year term is complete the current donor will not have the option of renewal. The donation opportunity will be opened to a new donor.

LOCATIONS AND INSTALLATIONS

The approved location of a bench installation depends on proposed future development within a park, the location of underground utilities, sensitive habitats, and other site restrictions. Donations must contribute to the public enjoyment of parks and not interfere with the accessibility or use of the park by any member of the public. Donations must not interfere with park maintenance.

Full payment is required before a park bench is added. The term begins once the bench is installed. Installations occur twice per year in the spring and fall (weather permitting). Exact dates cannot be specified due to park construction and special events. Depending on the timing of your order, the installation will be scheduled for the next available installation date.



SURREY PARKS DONATION BENCH APPLICATION

DONOR CONTACT INFORMATION

It is the responsibility of the donor to keep their contact information current with the City of Surrey.

Name:

Address:

Home phone:

Cell phone:

Email Address:

LOCATION INFORMATION:

Please indicate if this is a new bench request or a dedication to an existing bench. Include the park name and description of approximate location. Attach a map or sketch if possible.

New Bench Existing Bench

Park Name:

Location:

PLAQUE WORDING

Donated benches will be fitted with a 2" x 10" inch plaque. It is your responsibility to approve the spelling on the draft plaque and send it back to the Park Partnerships Coordinator. The donations program is intended to increase public enjoyment of Surrey Parks; therefore, signage should have a positive focus. Wording on donor recognition plaques may not be used to create or replace a memorial.

- ❖ Dates showing lifetime will not be included on signage
- ❖ Wording shall not include terms such as "in memory of" or other phrases that commemorate the deceased

Please specify plaque wording below:



INCOME TAX INFORMATION

A tax receipt will be made out to the person paying in cash or with a credit card, unless a letter is provided at the time of payment indicating the individual donor names, addresses and amounts. If paying by cheque, each donor must submit a cheque to receive a tax receipt.

PARK DONATION BENCH POLICY

- ❖ The City shall have final approval of the bench type, location, and plaque wording.
- ❖ The identity of donors becomes public record.
- ❖ Your donation is the property of the City of Surrey.
- ❖ Parks 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.
- ❖ Placement of memorial wreaths, flowers or other items or any modifications to the donation will not be permitted.
- ❖ Donated assets will be maintained in good condition and repaired as needed by the City of Surrey for a 20-year term. Donated items will not be given priority treatment.
- ❖ Once the 20-year term is complete the current donor will not have the option of renewal. The donation opportunity will be opened to a new donor.
- ❖ City staff will review and adjust the costs annually

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

Signature _____ **Date**

Office Use	New:	Existing:
	REF ID #:	
Cheque Enclosed:	Date Received:	

For further inquiries, please contact the Park Partnerships Coordinator at 604-501-5050 or email partnersinparks@surrey.ca.

Thank you for your interest in the City of Surrey’s Parks Donation Bench Program.