



Memorial Bench Information

The City of Charlevoix welcomes and appreciates the donation of furnishings and other appropriate items to enhance our public parks. This program provides civic-minded individuals the opportunity to purchase furnishings that not only provide rest and relaxation for park visitors and pedestrians, but also gives the donor the ability to recognize someone special in a unique and lasting manner.

In the case of furnishing donations, every effort must be made to match furnishings currently placed throughout our parks. The criterion for furnishing styles was based on park design, function, aesthetics, and maintenance. The City of Charlevoix reserves the right to determine each park's individual furnishing needs on a case-by-case basis. Please note that any requests for a particular furnishing or placement location not already approved is subject to recommendation by City of Charlevoix staff with final approval by Charlevoix City Council.

GENERAL GUIDELINES

All donations (money or items) become the sole property of the City of Charlevoix. The City will make all reasonable efforts to maintain furnishings. The City is not obligated to keep items in use for any specified length of time. Upon the City's determining the need to replace a memorial bench, the bench's donor will be granted the first right of refusal should he or she wish to purchase a replacement.

Most of our City's park can accept furnishings. A representative of the City will meet with donors to discuss in which park they wish to locate a furnishing as well as their preferred location within that park. Available parks include: Bridge Park, Hoffman Park, Water Tower Park, Depot Beach, Ferry Beach, Michigan Beach, Veterans Park, and adjacent to the Pine River Channel.

BENCHES

The City has selected the Gretchen bench offered by Landscape Forms of Kalamazoo, Michigan as the preferred bench type used for this program. Two styles of benches are available for purchase- a backless bench and a backed bench.



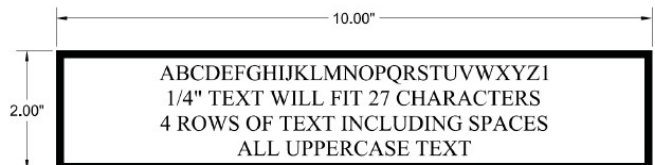
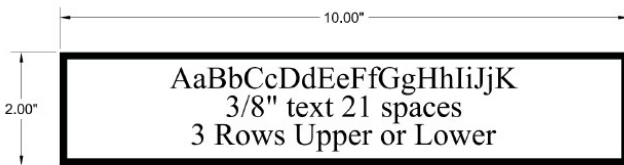
Gretchen Backless Bench



Gretchen Backed Bench

The cost for the benches is subject to change. Please contact us for up to date pricing information. Prices include the bench, plaque, engraving, and shipping costs. The City installs and maintains the benches free of charge.

The donation of a bench will be recognized by the placement of a bronze plaque on the back or top of the bench (depending on the style of bench you choose). The plaques measure 2" X 10" and the inscription is limited to three lines of characters with 3/8" text or four lines of characters with 1/4" text (see below). All wording for the plaques is subject to approval by the City of Charlevoix. Wording advertising a product or business is prohibited. The preparation and installation of plaques will be coordinated by the City of Charlevoix upon receiving the completed *Memorial Bench Application*, a signed *Memorial Bench Policy* form and upon receiving full payment. The plaque will be recess mounted in the bench.



Delivery time for benches is approximately 6-8 weeks upon completion of all proper paperwork and the receipt of full payment. The City of Charlevoix requests a minimum of two weeks to arrange bench installation. If a bench is purchased between November 1 and April 1 the bench will not be installed until the weather permits.

HOW TO GET STARTED:

Please contact Liz Anderson at 231-547-3273 or liza@charlevoixmi.gov for more information and to receive an up to date map of placement locations and costs.



Memorial Bench Program Policies

I, _____ do hereby agree to abide to the following policies regarding the City of Charlevoix and Charlevoix Downtown Development Authorities Memorial Bench Program:

1. I understand that I may not tamper with the bench in anyway. This includes painting, staining, sanding, finishing, carving or any other practice which will affect the look or condition of the bench.
2. I understand that the bench is considered City of Charlevoix public property. I may not claim the bench; ask others to move, claim authority over the bench, or remove/tamper with the bench.
3. I understand that the bench is located on City of Charlevoix public property and that I may not erect shrines or place religious items on or near the bench, plant flowers or other vegetation, place photographs or other keepsakes on the bench for memorial purposes.
4. I understand the plaque verbiage must be appropriate for public display. The City of Charlevoix reserves the right to deny any language that they feel is inappropriate. Plaques may not be used for advertising.
5. I understand that the City of Charlevoix owns the bench and therefore will make all reasonable attempts to maintain and repair the bench as they see fit. If the bench needs to be completely replaced the City of Charlevoix will contact the donor to offer the first right of refusal.

Signature: _____ Date: _____

Printed Name: _____



Memorial Bench Application

General Information

Applicant Name: _____

Applicant Mailing Address: _____

Applicant E-mail: _____ Phone #: _____

Is the applicant a resident of the City of Charlevoix? YES NO SEASONAL

This bench is in memorial/celebration of: _____

Is/was this individual(s) a resident of the City of Charlevoix? YES NO SEASONAL

Bench Type

Please Select One:

- I would like to donate a Gretchen Memorial Backed Bench
- I would like to donate a Gretchen Memorial Backless Bench

Bench Location: Please describe in detail where you would like the bench placed:

Plaque Inscription: I would like to plaque to read (exactly what you write is what will be inscribed):