

GREEN TOWNSHIP MEMORIAL BENCH PROGRAM

Purpose:

In an effort to provide a means to honor the memory of late Township of Green residents and, at the same time beautify our Township parks, the Township Committee of the Township of Green hereby establishes the Green Township Memorial Bench Program. This program will allow citizens to purchase park benches and have them placed in the various parks throughout the Township of Green in memory of a family member or friend.

Procedures:

The procedures and guidelines outlined below are in place to ensure that this program is carried out in a manner that allows for the purchase and placement of benches to be done in a coordinated and appropriate way, while at the same time meeting the needs of the bench donor and the needs of the community.

- 1) Benches proposed for donation must be purchased through the Township. The benches will be constructed of durable, weather resistant material which will require little maintenance. Color and style to be determined by the Township of Green. All benches will be transported and installed by the Township.
- 2) Plaque size will be 4" x 6" and made of bronze colored material. No images or portraits shall be permitted. Inscriptions shall be kept to a minimum (up to two names per plaque). Example 1: "In memory of Jane Doe" or "In memory of Jane Doe and John Doe." Example 2: "In loving memory of Jane Doe" or "In loving memory of Jane Doe and John Doe." All text that will appear on the plaque must be approved by the Township Committee.
- 3) The donor may select a general location for the bench to be installed at one of the following locations: Evergreen Park, Papa Park, Pittenger Park, Fireman's Field, County Connector Trail or Evergreen Trail. The exact installation location must be approved by the Township Committee and may take into account the overall plan for the area chosen by the donor, as well as the surrounding features at that area to determine if the site is appropriate. Availability of locations are subject to change.
- 4) The Township will make every effort to install the bench as quickly as possible once the item has been received by the Township. Weather, the seasonal workload and scope of the project may affect the actual installation and may take as long as 3-6 months. The Township will make every effort to notify the donor of the date of installation of the bench. It is strongly recommended that donors do not schedule travel or unveiling events until the bench is installed.
- 5) All memorial benches and their improvements are the property of the Township of Green.

- 6) Benches and/or plaques damaged due to vandalism or any other reason will be replaced once during the first year after installation. The Township will not be responsible for replacement of benches and/or plaques that are damaged after one year, except in cases where direct actions by the Township or Township employees resulted in damage or destruction of the item. The Township will not be responsible for the replacement of benches that have been stolen, unless authorized by the Township Committee.
- 7) The Township will provide for normal maintenance and repair of the bench during its useful life.
- 8) Flowers, vegetation, crosses, pictures and other similar memorial items are strictly prohibited on or near the bench site.
- 9) Donors will be asked to pay for the bench and an installation fee to help cover the cost of the materials and labor associated with the installation after their request has been approved by the Township Committee. The cost will be based upon the actual cost of the bench from the vendor and an installation fee of \$250.

Green Township Memorial Bench Program Information Sheet & Application

In an effort to provide a means to honor the memory of late Township of Green residents and, at the same time beautify our Township parks, the Township Committee of the Township of Green hereby establishes the Green Township Memorial Bench Program. This program will allow citizens to purchase park benches and have them placed in the various parks throughout the Township of Green in memory of a family member or friend.

The memorial bench donation is \$ _____ (subject to change). This includes the purchase and installation of a bench with a plaque. Benches proposed for donation must be purchased through the Township. The benches will be constructed of durable, recycled, weather resistant material which will require little maintenance. Plaque size will be 4" x 6" and made of bronze colored material.

Plaque inscriptions shall be kept to a minimum (up to two names per plaque). Example 1: "In memory of Jane Doe" or "In memory of Jane Doe and John Doe." Example 2: "In loving memory of Jane Doe" or "In loving memory of Jane Doe and John Doe."

You may select a general location for the bench to be installed at one of the following locations: Evergreen Park, Papa Park, Pittenger Park, Fireman's Field, County Connector Trail or Evergreen Trail. Availability of locations are subject to change.

The Township will make every effort to install the bench as quickly as possible once the item has been received by the Township. Weather, the seasonal workload and scope of the project may affect the actual installation and may take as long as 3-6 months. The Township will make every effort to notify the donor of the date of installation of the bench. It is strongly recommended that donors do not schedule travel or unveiling events until the bench is installed.

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Flowers, vegetation, crosses, pictures and other similar memorial items are strictly prohibited on or near the bench site.

The Township Committee must approve the installation location and plaque text. All memorial benches and their improvements are the property of the Township of Green.

Green Township Memorial Bench Program Application

Instructions

Complete this application, enclose your check made payable to the Township of Green and either drop off at the municipal building or mail it to Township of Green, PO Box 65, Tranquility, NJ 07879.

Please print clearly. Green Township is not responsible for spelling errors made by applicant.

Donor Information (please print)		
Name		
Address		Town/Zip
Home Phone	Cell Phone	Email
Plaque Information		
In Memory of		
In Loving Memory of		
Other		
Bench Location		
Evergreen Park		
Papa Park		
Pittenger Park		
Fireman's Field		
County Connector Trail		
Evergreen Trail		

I agree to the Green Township Memorial Bench Program as described.

Signature: _____ Date: _____

For office use only:

Payment received: _____ Amount: _____ Check number: _____ or Cash _____