



Any Personal Information provided in completing this form is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. The information will be used to administer the Commemorative Park Bench and Tree Program and to correspond with the person responsible for the donation. Questions about the collection should be directed to the program contact email or phone number.

As per the City of Hamilton’s Donation Policy, the City will solicit and receive donations of funds, services and goods that enable it to reduce the cost of approved projects and programs; enhance existing services that do not increase operating costs; and finance desired projects and services that are not funded from the tax levy or other municipal sources.

To: The City of Hamilton (the “City”) I, (First and Last name of donor) _____
_____, wish to make a donation “The Donation” to the City of Hamilton
Commemorative Park Bench and Tree Program on the following terms:

<p>1. Use of “The Donation” The Donation is to be used by the City to purchase, install and maintain, on City Parks property, the type and number of park Bench(s) identified in Schedule A: Bench Types.</p> <p>2. Donation(s) Cheques to be made payable to the “City of Hamilton”. Mail or bring your cheque and agreement to: Hamilton City Hall Attention: Administrative Secretary, Parks and Cemeteries, Environmental Services, Public Works 71 Main Street West, Hamilton, ON L8P 4Y5</p> <p>3. Agreement to Conditions I acknowledge and agree to the following conditions:</p> <p>(a) no Bench will be purchased or installed until the City has received payment in full of “The Donation” and a completed and signed Donation Agreement;</p> <p>(b) if I also purchase a plaque, it will be by separate agreement. However, I understand that not all sites are suitable for plaques;</p> <p>(c) the program is open to actively managed parks within the City of Hamilton deemed eligible by the program. I understand not all Park properties and specific locations within a Park property are suitable for a Commemorative Park Bench donation or for a particular Bench type. Therefore, the City shall have the right to make the final decision as to location and Bench type;</p> <p>(d) the placement of memorial wreaths, flowers or any other item in the vicinity of the Bench is prohibited;</p>	<p>(e) the City will install commemorative benches as per the Program Timelines excluding extenuating circumstances (detailed timelines available on the program webpage or by request);</p> <p>(f) the City will maintain each Bench in the same manner as other benches in City parks. Benches are not refurbished on an annualized basis and are removed once the Bench has become unsafe or unusable;</p> <p>(g) the City will have the right to relocate or remove the Bench if necessary due to any circumstance. Prior to any relocation or removal, the City will attempt to contact me;</p> <p>(h) donors will be contacted using the most recent address on file with the Commemorative Park Bench and Tree Program, it is my responsibility to notify The Commemorative Park Bench and Tree Program of any changes to my contact information;</p> <p>(i) if any part of my payment is not needed to purchase, install, maintain, replace or relocate a Bench I have donated under this Agreement, the balance shall be used to provide and maintain Trees and Benches in City parks;</p> <p>(j) the lifecycle of this Bench donation is 10 (ten) years. After this time the applicable plaque will be removed at the discretion of staff and a new donation can be made under a new agreement if an extension is desired.</p> <p>4. Receipt for Tax Purposes The City will issue me a receipt for tax purposes in respect of The Donation to the extent permitted by the Income Tax Act. For tax receipt purposes, please ensure that donor name(s) and address are included with the forms if different from the applicant.</p>
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Preferred Bench Location

Please provide your top 3 preferred Parks for your bench donation in the order of your preference. Review Eligible Park information on Program webpage for bench location eligibility.

Park Name
Example: Inch Park
1.
2.
3.

Contact Information

Donor Full Name (Print) **Signature** **Date**

Address

City **Province** **Postal Code**

Primary Phone Number **Alternate Phone Number**

Email Address

Witness Full Name (Print) **Signature** **Date**



Optional: Receipt for tax purposes if different from above or for multiple donors please include the following information for each donor:

Donor Name	Email	Donation Amount (\$)

Schedule A: Bench Types

Type of Bench	Sample Image of Bench	The Donation (unit price x quantity)	Donor Initials
<p>Standard Concrete Bench</p> <ul style="list-style-type: none"> • sustainable composite slats • no arms • concrete legs • plaque 'donated under separate agreement' 		<p>\$1100 x _____</p>	<input data-bbox="1393 659 1468 701" type="text"/>
<p>Standard Classic Riverside Bench</p> <ul style="list-style-type: none"> • sustainable composite slats • no arms • concrete pad • plaque 'donated under separate agreement' • colour may vary 		<p>\$3065 x _____</p>	<input data-bbox="1393 1121 1468 1163" type="text"/>
<p>Classic Riverside A Bench</p> <ul style="list-style-type: none"> • sustainable composite slats • arms • concrete pad • plaque 'donated under separate agreement' • colour may vary 		<p>\$3215 x _____</p>	<input data-bbox="1393 1608 1468 1650" type="text"/>