



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 or purchase. 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 property the type and number of Plaque(s) identified in Schedule A: Plaque 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) this Plaque will accompany a Bench or Tree that I have donated under a separate agreement and my donation has been received in full (not applicable to Peace Memorial Plaques);</p> <p>(b) plaque text must be respectful and tasteful; wording will be approved by the City;</p> <p>(c) all Plaques will be supplied and installed by the City, no Plaque will be purchased or installed until the City has received my donation in full, completed and signed Donation Agreement - Plaque, my sign-off on plaque proof;</p> <p>(d) the City reserves the right to limit the number of Plaques dedicated to an individual or group;</p> <p>(e) the City will install plaques as per the Program Timelines, excluding extenuating circumstances (detailed timelines available on the program webpage or by request);</p> <p>(f) the placement of memorial wreaths, flowers or any other item in the vicinity of the Plaque is prohibited;</p>	<p>(g) in addition to the cost of the Plaque, my donation covers the costs of upkeep and maintenance of the Plaque for a duration of 10 years and, if required, one replacement within that time, together with applicable taxes. Further replacements of the Plaque will be at my option and cost;</p> <p>(h) the lifecycle of the donation is 10 (ten) years for plaques or upon removal of associated asset if sooner. After this time, plaques 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>(i) once 10 years has passed, the City will attempt to contact me to arrange for return of the Plaque;</p> <p>(j) tree plaque placement will be at the discretion of the City. The City will have the right to relocate or remove the Plaque if necessary due to any circumstance. Prior to any relocation or removal, the City will attempt to contact me;</p> <p>(k) 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>(l) the City will maintain each Plaque in the same manner as other Plaques in City parks;</p> <p>(m) if any part of my donation is not needed to purchase, engrave, install, maintain, replace or relocate Plaques donated under this Agreement, the balance shall be used to provide and maintain Trees and Benches in City parks.</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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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**

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Schedule A: Plaque Types

Type of Plaques	Sample Image of Plaque	The Donation (unit price x quantity)	Donor Initials
<p>Bench Plaque</p> <ul style="list-style-type: none"> To accompany Standard Concrete, Classic Riverside or Classic Riverside A Bench Donation Approximate dimensions: 2 inches (5 centimetres) by 8 inches (20 centimetres) 		<p>\$500 x _____</p>	<input type="text"/>
<p>Tree Plaque</p> <ul style="list-style-type: none"> To accompany a Tree Donation Approximate dimensions: of 6 inches (15 centimeters) x 8 inches (20 centimeters) 		<p>\$635 x _____</p>	<input type="text"/>
<p>Peace Memorial Plaque (Veteran)</p> <ul style="list-style-type: none"> Plaque with red poppy to be mounted on the South Wall at Peace Memorial Park, reserved for veterans Approximate dimensions: 6 inches (15 centimetres) by 4 inches (10 centimetres) 		<p>\$500 x _____</p>	<input type="text"/>

<p>Peace Memorial Plaque (General Public)</p> <ul style="list-style-type: none"> • To be mounted on the North Wall at Peace Memorial Park • Approximate dimensions: 6 inches (15 centimetres) by 4 inches (10 centimetres) 		<p>\$500 x _____</p>	<input data-bbox="1377 338 1448 380" type="text"/>
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