

Terms and Conditions

1. If this is a new or refurbished donation, the term of this agreement shall be for ten (10) years, commencing on the date of installation of the plaque. If this is a renewal, then the term of the agreement shall be for an additional ten (10) years commencing on the date of the original contract.
2. New Benches: Parks Services will arrange for the acquisition and installation of the donated bench and plaque. At the end of the initial ten (10) year term, new bench donations may be renewed for an additional ten (10) years at the current year's price and under the program guidelines in place at that time.
3. Refurbished Benches: Selected benches suitable for adoption will be cleaned, boards replaced as needed and a new plaque will be installed.
4. A donor may choose to renew the ten (10) year term on bench donations only once.
5. We reserve the right for final approval of plaque wording. **Text on the plaque is limited to one line of 25 characters. Memorial messages are not permitted.** Parks Services will oversee the fabrication and installation of the plaque.
6. Each donor will receive an official tax receipt as outlined in the donation guidelines. A tax receipt will not be issued for the replacement of a plaque only.
7. The donated amenity and the land upon which it is installed is the property of RDCO Parks Services. Parks Services will maintain the donated amenity for the term. Parks Services may, at its sole discretion, relocate the amenity for reasons such as safety, maintenance, or park redevelopment. Parks Services will use reasonable efforts to notify the donor of significant changes.
8. If a bench is damaged, destroyed, or defaced, within the first 10 years to an extent that, in the opinion of the Operations Manager, replacement is required, Parks Services will replace the donation one time only at no cost to the donor.
9. If the donor does not contact Parks Services or chooses not to renew, the plaque will be removed and the amenity and/or site may become available to a new donor. The plaque will be held for pick-up at the RDCO office for 12 months from time of removal and will be repurposed or destroyed if it is not picked up.
10. No priority use of the bench will be given to the donor(s); donated benches and the space in which they are installed remains public property.
11. We understand that the donation may have sentimental value; however, park bench donations are not intended to be memorials or shrines. Donors do not have priority use of the amenity or the right to scatter or place cremated remains. Donors cannot place or attach objects or mementos on or adjacent to the bench, such as wreaths or flowers. Donated benches and the space in which they are installed remain the property of the RDCO available for public use.
12. It is the responsibility of the donor to contact Parks Services before the end of the 10-year term.
13. It is the responsibility of the donor to keep their contact information current with the Parks Services office.
14. Any amenity within a park or public space that was installed before these Terms and Conditions will follow the current guidelines for renewal and/or replacement.

Please keep a copy of this application for your records. E-mail a signed and completed copy to eeco@rdco.com or mail Attn: Parks Services 1450 KLO Rd, Kelowna BC, V1W 3Z4.

Parks Staff will be in contact with you with payment information once the application has been reviewed and approved by Parks Services.

I, _____, the Donor, understand and agree to the terms and conditions listed above and outlined in the Regional Park Bench Donation Guidelines. I acknowledge this as the entire agreement regarding my donation.

Donor's Signature _____ Date _____

Parks Services Staff Signature _____ Date _____

For office use only:		
Payment made by Cheque #:		
	Date	Notes
Application approved		
Amenity removed from website		
Payment info sent to donor		
Donation payment sent to Finance		
Amenity Ordered		
Plaque Proof Requested (Trophy Den)		
Plaque Proof Approved & Ordered		
Plaque Received		
Amenity Delivered		
Amenity Installed		
Photos Taken		
Donor notified of Installation		
Thank-you letter sent		
Tax Receipt Sent		