



CITY OF  
MOUNT  
DORA  
LEISURE SERVICES

# Mount Dora Memorial Bench Program Application Form

Order Date: \_\_\_\_\_

## Sponsor Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I would like to purchase a green metal Memorial Bench. I have read the Mount Dora Memorial Bench Program policy and I agree to the terms and conditions therein.

**Please call 352-735-7183 for pricing.**



## Bench Information

**Placement:** Locations are limited. Please call 352-735-7183 to discuss your options.

**Memorial Plaque:** 3"x 12" bronze plaque, up to 3 lines with 14 characters, including spaces, per line.

Please clearly print below the content of your desired inscription:

*"In Memory of"* \_\_\_\_\_

*"John Doe"* \_\_\_\_\_

*"1970-2013"* \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Mount Dora Memorial Bench Program Policy**

1. The Division of Parks and Recreation shall coordinate and administer the Mount Dora Memorial Bench Program (the “Program”).
2. Memorial benches or other project installations shall be maintained by the City for a period not to exceed ten (10) years from the date of installation. Maintenance shall include and be limited to cleaning and minor repairs
3. The City shall not be held responsible for loss or damage to the bench including but not limited to theft, vandalism, or weather.
4. Only one choice for memorial bench design is available. Every effort will be made to accommodate a sponsor’s choice of location. If the location of choice is not available, the application may be withdrawn by the sponsor and the administrative fee shall be fully refunded.
5. The total bench fee including the cost of the plaque, additional shipping fees, transportation to the site and installation of the bench shall be paid in full following the notification of the applications approval. The total bench fee is not refundable under any circumstances once the plaque and bench have been ordered.
6. No work shall commence until full payment is received and all project approvals have been obtained, including but not limited to applicable authorization.
7. If a bench is vandalized or lost it may be repaired or replaced. The sponsor shall be notified and may elect to replace or repair the bench at their expense. There is no obligation on the part of the City or the sponsor to repair a bench that was damaged by theft, vandalism or weather. The installation and application fees may be waived at the discretion of the City.
8. Reasonable efforts shall be made by the City to accommodate a sponsor’s wish for the timing of an installation. However, due to consideration regarding special events, weather, staff scheduling, or other unknown activities that may occur at the site, bench installation dates shall not be guaranteed.
9. Written confirmation shall be sent to the sponsor by the City after an installation is complete.
10. In the tenth (10th) year following the bench installation, the sponsor shall contact the City should he/she wish to extend the term of the project for an additional ten (10) years. The City, at its sole discretion, shall assess the condition of the bench and will determine if an additional ten (10) year term is feasible. If an additional ten (10) year term is not feasible, the sponsor may elect to submit a new application for a new bench. If an additional ten (10) year term is feasible, the term shall be extended an additional ten (10) years at no cost to the sponsor by submitting an updated signed policy agreement. If the sponsor does not contact the City to extend the term of the memorial bench, the City, at its sole discretion, may remove or relocate the bench.

11. Within the term of the agreement and any extensions, the City reserves the right to relocate any and all benches at any time should such action be necessary, including but not limited to property development, vandalism, or interference with park operations. The City shall make a reasonable effort to contact the sponsor should relocation of a bench be required.

12. It shall be the duty of the sponsor to keep the City informed as to his or her current mailing address and the current address of his or her legal representative if notices are to be sent to that representative. Notices or other correspondence mailed to the address on file with the City for the sponsor or his or her representative shall constitute actual delivery and notification.

13. All decisions of the City with regards to this Program shall be final.

**I have read the Mount Dora Memorial Bench Program Policy thoroughly and understand all terms and conditions. My signature below constitutes my acceptance of all of the terms and conditions set forth herein.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_