

Memorial Bench Donation Cover Letter

Please find the attached application for Memorial Donations.

In order to donate a bench, please fill out the application and return to Public Works. Circle the location you wish the bench to be installed from the list provided or enter another location next to "Other". Provide a description of where in the selected location you would like the bench to be placed.

The City is only accepting donations in parks and on other City property. At this time, we are not accepting donations for benches on the pier or anywhere in the Right of Way. All locations of bench donations will be submitted to the Parks and Recreation Commission for approval.

The City has selected a new bench that will weather the coastal environment better. The benches are made of recycled plastic boards and a metal frame, similar to those installed in South Park. There are two bench types to select from, a bench with a back with the plaque installed in the center of the backrest, and a backless bench with the plaque installed on the side in the metal frame, both of which will have side and center armrests.

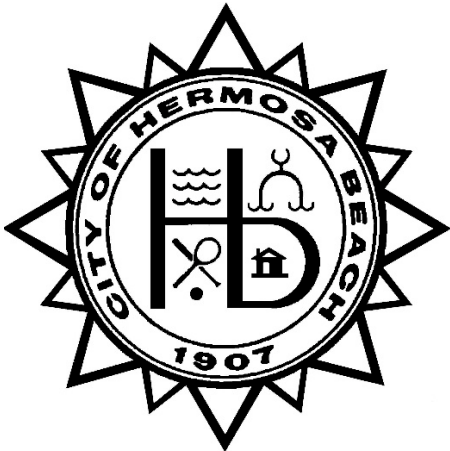
When filling out the box for the dedication, please make sure that wording is formatted and spelled correctly. Your dedication will be manufactured with the exact same formatting and spelling as noted on the application.

Please do not provide a check when submitting the request form to the City. Prices for the benches are subject to change at any time. The price listed on the application is an approximation based on the most recent the City has obtained from the manufacturer (including tax and shipping). Upon a donor's selection of an approved location, the City will get a quote for the current price. Prices for labor are adjusted annually on December 1st (the attached application reflects the price changes effective Dec. 1, 2023).

Payment can be submitted once the City provides the donor with the true price of the bench, which will occur once an approved location has been selected. Payment must be received for the bench to be installed. Payment can be made in the form of a check, made payable to "City of Hermosa Beach", or credit card.

Please feel free to reach out to the Public Works department (HBPublicWorks@hermosabeach.gov) if you have any questions.

MEMORIAL BENCH DONATION REQUEST FORM



INSTRUCTIONS:

1. Please complete pages 2 and 3 of this packet.
 - Circle the location you would the donated bench to be placed. Describe the specific location in the "Location Description" section.
 - Locations will be submitted to the Parks & Recreation Commission for approval. If you would like a secondary location considered if the first one is not approved, please describe in the appropriate box.
 - **Please note we are not currently accepting bench donations on the pier.**
 - Donations are only being accepted in parks and other city property.
2. Please check to make sure everything on the plaque dedication is spelled and formatted correctly. A proof of the plaque, based on what is inscribed in the box on page 2, will be provided to you for your approval before the bench is purchased from the manufacturer.
3. Payment can be submitted once the approval of the bench location has occurred. The City will provide the cost of the bench and City's Public Bench Dedication fee once a quote is received from the bench manufacturer.
4. Payment can be made through check or credit card.
 - Checks can be made payable to "City of Hermosa Beach".
 - There is 2.75% processing fee of credit card transactions.



Memorial Bench Donation Request Form

Form updated 02-26-2024

Donated By: _____ Date: _____

Phone Number: () - _____ E-mail: _____

In Memory of: _____

Location Requested (circle one – See pg. 5 for map): Ardmore Park Bi-Centennial Park Clark Stadium Edith Rodaway Friendship Park
Fort Lots-o-Fun Park Green Belt Greenwood Park Kay Etow Parkette Moondust Parkette Noble Park Ocean View Parkette
Scout Park Sea View Parkette South Park Valley Park Other: _____

Location Description: _____

Please note the following:

1. Wording on the 2" x 10" bronze plaque should be less than 140 characters over 3 lines. Each space is counted as one character, please clearly indicated which characters are spaces. Font sized is dependent on number of words used. Please inscribe wording in box below.
2. Your requested location will be submitted to the Parks and Recreation Commission for approval. You will be notified if the location is approved or if an alternate requested location is required. If you would like a secondary location to be reviewed at the same meeting, please describe location below.

Alternate Location: _____

Donation Type:

6' Bench with back and 2" x 10" plaque

Price: approx. \$4,013.00 (\$1,513 labor to install + approx. \$2,500 bench and plaque)*

Includes 6' bench, 2" x 10" plaque. Both bench and plaque are ordered and installed by City Personnel.

6' Backless bench with 2" x 10" plaque

Price: approx. \$3,513.00 (\$1,513 labor to install + approx. \$2,000 bench and plaque)*

Includes bench, 2" x 10" plaque. Both bench and plaque are ordered and installed by City Personnel. Plaque is installed on side of bench (see example on pg. 4)

Please write dedication in space below (maximum characters = 140, maximum lines = 3).

***PRICES ARE SUBJECT TO CHANGE** – Labor cost is adjusted annually. Cost of bench and plaque may change at any time. You will be provided with the true price after an approved location has been selected.

FOR OFFICE USE ONLY			
Comment:			
		Date:	Initials:
Application Received:	Initials:	Bench Installed:	Initials:



Memorial Bench Donation Request Form

Terms of Donation:

1. The City cannot guarantee placement of donated item(s) at the requested location.
 - a. Placement of donated item(s) is dependent on the availability of space at the requested location and approval of location by the Parks and Recreation Commission.
 - b. A donated item will not be placed in a requested location if it is determined the placement of that item presents any type of hazard.
 - c. If the requested location(s) are unavailable, city staff will contact donor and work with them to determine a satisfactory alternate location.
2. The City is NOT responsible for the maintenance of donated items or acts of vandalism.
3. If a donated item falls into a state of disrepair and is determined by city staff to require repair or replacement, the donor will be responsible for any and all costs of said repair or replacement. For example, a typical plaque only replacement is \$546.00 plus the cost of the plaque and materials.
4. If the need for repair or replacement is determined by city staff, the City will notify the donor, requesting the donor make a decision regarding the future of the donated item, and the actions they would like the City to take on their behalf. Items will be removed from location in the interim if they are determined to be a hazard.
 - a. The typical actions requested will be:
 - i. Repair
 - ii. Replace
 - iii. Permanently Remove
 - b. Repairs will not be made to any donated item that has exceeded its expected product life.
 - c. Please list below the best means of contact for an event in which city staff must contact you regarding your donated item.

Name: _____

Mailing Address: _____

Alt. Address: _____

Email: _____ Alternative Email: _____

Phone: _____ Alternative Phone: _____

Other: _____

5. If the City does not receive a response from the donor within sixty (60) days, the donated item in question will be discarded.
6. Due to the high demand of certain locations, once a donated item is permanently removed, the location of that item will be considered available for other donations. If concerns are addressed after the sixty (60) day deadline, there is no guarantee of retaining the location of the donated item.

The undersigned hereby agrees to the terms of this donation and acknowledges the receipt thereof.

Signature: _____




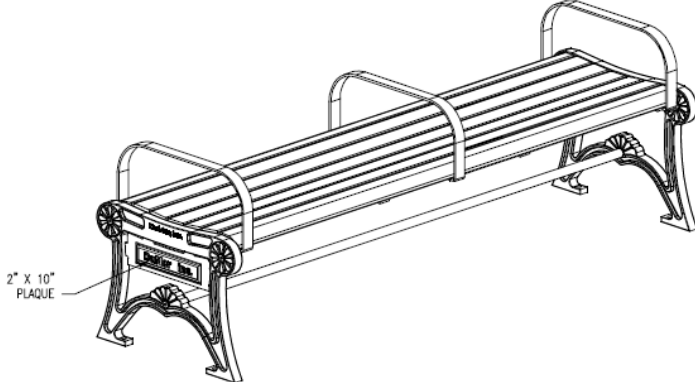
Date: _____



Memorial Bench Donation Request Form

Donation Examples

Benches are 6' cast benches with wood grain recycled plastic boards (similar to benches in South Park).

Bench Colors	 <p>Brazilian Walnut</p>  <p>FOREST GREEN</p>
Bench with back	
Backless bench	 <p>2' x 10' PLAQUE</p>



Memorial Bench Donation Request Form

Map of Donation Locations

