



# SPRINGFIELD TOWNSHIP MEMORIAL BENCH DONATION

## Memorial Bench Details

Thank you for your interest in donating a memorial bench to Springfield Township. The donation will benefit residents and the community for many years and is much appreciated.



Standard bench donations are 6' bench with arms, cast iron supports and wooden slats (as pictured). The maintenance of the benches will be the responsibility of the Parks and Recreation Department. Maintenance (graffiti removal, sanding/staining, and periodic cleaning) will be provided by the township for the life of the bench. There is a ten-year (10) guarantee of furniture maintenance and plaque replacement. The furniture will be kept in place as long as it is serviceable beyond the 10 year period.

All benches are to be placed on Township Property. Springfield Township will not install a bench on private property.

1. Donor will provide Township with a plaque proof.
2. Once a bench location and plaque proof is approved by Township staff, donor will submit payment of \$1,000 with a check made payable to Springfield Township.
3. Upon receipt of payment, Township staff will order the plaque/bench.
4. Township staff will contact the donor when the plaque/bench is received to discuss the installation.
5. Township staff will email the donor a photograph of the memorial bench after installation.
6. Township staff will provide the donor with a donation recognition letter.

Email completed forms to [ecroke@springfieldmontco.org](mailto:ecroke@springfieldmontco.org).  
Or mail to: Springfield Township Attn: Parks and Recreation  
1510 Paper Mill Road Wyndmoor, PA 19038

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

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

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

Contact Phone #1 \_\_\_\_\_

Phone #2 \_\_\_\_\_

Desired Park Location: \_\_\_\_\_

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

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

## Office Use Only

### Rental Fees and Requirements

- \$1,000.00 for bench** (Actual cost of bench and installation is approximately \$1,800.)

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

Payment Check #: \_\_\_\_\_