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' recycled plastic bench with arms, black base and cedar boards (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.

Donation of a bench is a one-time purchase and installation of a plaque and bench. Upon expiration of its useful life or if it suffers an act of vandalism or natural cause, it will be removed.

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 $2,500 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 jmurphy@springfieldmontco.org.
Or mail to: Springfield Township Attn: Parks and Recreation

Donor Name: _____

Donor Address: _____

Contact Email: _____

Contact Phone #1 _____ Phone #2 _____

Donor Signature: _____ Date: _____

1510 Paper Mill Road Wyndmoor, PA 19038

Office Use Only

Rental Fees and Requirements

- ☐ **$2,500.00 for bench** *(Covers the cost of bench and installation)*

Date Received: _____ Payment Check #: _____