



MEMORIAL BENCH PROGRAM APPLICATION FORM

The city of New Albany's memorial bench program permits bench donations as an opportunity for residents to recognize important occasions such as anniversaries, weddings, births and retirements; as well as to memorialize the loss of a loved one.

WHERE CAN A BENCH BE INSTALLED?

Benches are installed within city of New Albany parks. The city staff will work with those purchasing the bench to determine an appropriate location.

HOW MUCH DOES IT COST?

The donation in the amount of \$2,500 will cover:

- The purchase, delivery, and installation of the bench on a concrete pad
- Cost of personalized, commemorative plaque
- The term of the dedicated bench is ten (10) years from the date of installation
- Ongoing maintenance of the bench and its surroundings will be provided by the city staff

Once the application has been accepted, our vendor will send a proof mockup of the plaque that will need your final approval prior to being ordered. The city staff will contact you to discuss the location of the bench. Once the bench is installed the city staff will notify you. All memorial benches are placed on city of New Albany property. The bench becomes the property of the city of New Albany at the time of installation.

APPLICATION:

Requested Inscription (No logos or artwork are permitted. The City reserves the right to refuse submissions it deems inappropriate): _____

Applicant:

Address:

Phone:

E-mail:

Requested Park:

Please return completed application to:

Public Service
7800 Bevelhymer Road
New Albany, OH 43054

Phone: 614-855-0076

Fax: 614-855-8585

publicservice@newalbanyohio.org