



MEMORIAL BENCH DONATION APPLICATION

Submit Application to: Village of Whitefish Bay, 5300 N. Marlborough Dr., Whitefish Bay, WI 53217

Or email to the Assistant Village Manager at assistantmanager@wfbvillage.gov

DONOR INFORMATION

Donor Name: _____ Donor Organization (if applicable): _____

Applicant Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

BENCH INFORMATION

The bench will cost \$800. Donors are required to purchase their own plaque, and the Village will install it. The plaque must measure 3 inches by 10 inches at maximum, and it needs to have 2 placement screws. The Village will accept check, cash, or credit card as payment for the bench.

Dedication Information: (Please check one) In Honor Of In Memory Of Donation

Person or Event: _____

Requested Bench Location: _____

Please contact the Assistant Village Manager (assistantmanager@wfbvillage.gov or (414) 755-6539) for an updated list of available locations

BENCH DONATION POLICY

Memorial gifts to the Village of Whitefish Bay are considered outright and unrestricted donations. The Village of Whitefish Bay does not guarantee the permanency of the accepted donation. If a donated bench is vandalized or damaged by an act of God, the Village of Whitefish Bay will make every effort to repair the bench within the limits of its available funding. If the bench cannot be repaired or replaced, and if it is a hazard or is unsightly, the Department of Public Works may remove the bench. The Village holds ultimate ownership over all donated benches and it is prohibited for applicants to decorate, personalize, or add adornment to any bench.

By signing below, I acknowledge that I have read and understand the Bench Donation Policy

Signature of Applicant

Date

FOR OFFICE USE ONLY

Date Received: _____

Donor Proof Approval: _____

Village Board Approval: _____

Date Ordered: _____