

*Town of La Conner*  
*Memorial Bench Guidelines*

Please contact the Town of La Conner at (360) 466-3125 to schedule a time to meet with a member of the Park Commission and the Public Works Director to discuss your interest in making a donation to the Memorial Bench Program. At that time, available sites for benches can be viewed along with other details.

A form for donating a memorial bench will be provided. Once the completed form and a check for \$1,886 is received by the Town Administrator, the bench will be ordered and a timetable will be set for its installation.

- ♦ A lead time of approximately two months is required because each bench and plaque is custom made.
- ♦ The only bench available is the one approved by the Park Commission.
- ♦ The only sites available are those that have been approved by the Park Commission.
- ♦ The memorial bench becomes the property of the Town of LaConner once it is installed.
- ♦ The Town will maintain the bench as required by normal usage.
- ♦ Should the bench need to be relocated at some future date, every reasonable effort will be made to contact the donor and to mutually agree on a new site.

***Town of La Conner  
Memorial Bench Application***

Donor's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Meeting date with donor to identify specific site \_\_\_\_\_

Selected site \_\_\_\_\_

Wording on plaque \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date bench ordered \_\_\_\_\_

\_\_\_\_\_ Date payment received \_\_\_\_\_ Amount received \$ \_\_\_\_\_

\_\_\_\_\_ Estimated date of installation \_\_\_\_\_

\_\_\_\_\_ Installation completed on \_\_\_\_\_

***I have read and agree to the Guidelines for the Memorial Bench Program***

\_\_\_\_\_ Date \_\_\_\_\_

Donor's Signature

Approved by:

\_\_\_\_\_ Date \_\_\_\_\_

Town Administrator

\_\_\_\_\_ Date \_\_\_\_\_

Public Works Director

*Town of La Conner  
P.O. Box 400, 204 Douglas Street  
La Conner, WA 98257  
Phone: (360) 466-3125; Fax: (360) 466-3901*