



## Park Amenity Donation Application Form

Recreation and Parks Department

Date of Application: \_\_\_\_\_

### DONOR INFORMATION

Name of Donor: \_\_\_\_\_  
*Last Name* *Given Names*

Address: \_\_\_\_\_  
*Apt. No/Street No.* *Street Name*

\_\_\_\_\_  
*City* *Province* *Postal Code*

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

### TAX INFORMATION

Same as Donor  Other

Name of Donor: \_\_\_\_\_  
*Last Name* *Given Names*

Address: \_\_\_\_\_  
*Apt. No/Street No.* *Street Name*

\_\_\_\_\_  
*City* *Province* *Postal Code*

Note: A Tax Receipt will be made out to the donor listed above, unless a letter is provided at the time of payment indicating the main contact donor, along with the names, addresses and dollar amounts for all donors.

### DONATION INFORMATION

Please indicate what you would like to donate.

#### Standard Amenities:

- New park bench with plaque \$4,000
- Existing park bench with plaque \$1,000

**Other Amenities**

Please describe: \_\_\_\_\_

For other amenities, such as park kiosks, memorial trees, playgrounds, bridges and picnic shelters, you will be contacted by the Manager of Parks Services or designate to discuss various options, agreement details and donation amounts.

Please refer to the map on the website for available location/sites of amenity donations. If possible, please indicate first and second choices

- Location (park) Name: \_\_\_\_\_ (first choice)
- Location (park) Name: \_\_\_\_\_ (second choice)

**PLAQUE WORDING (FOR BENCH DONATIONS ONLY)**

- Standard plaque size is 8” long and 3” wide.
- Maximum four (4) lines of text.
- Wording on the plaque must not be intended to act as a memorial, and Parks Services will work with donors on the final plaque text.
- Proposed plaque wording:

**PROCESS**

Complete, save and submit an electronic copy of this form via email to [recparks@rdn.bc.ca](mailto:recparks@rdn.bc.ca) or mail hard copy to: 830 W. Island Highway, Parksville BC V9P 2X4. The application procedure and approval may take up to eight (8) weeks for processing.

- Please do not submit payment with this application. Once this application has been reviewed and approved by Parks Services staff you will receive an invoice with payment information.
- Parks Services staff will forward a proof of the plaque for your approval.

I \_\_\_\_\_ (please print), the main contact donor, have read, understood and agree to the terms and conditions outlined in the Amenity Donation Program Policy. Please click on the Link \_\_\_\_\_ to review the Amenity Policy Donation Program details.

\_\_\_\_\_  
*Signature*

**FOR OFFICE USE ONLY**

Invoice #: \_\_\_\_\_ Date Sent: \_\_\_\_\_ Plaque Install Date: \_\_\_\_\_  
Payment Received  Thank You Letter Sent  Tax Receipt  and # \_\_\_\_\_