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## THE CORPORATION OF THE VILLAGE OF ASHCROFT POLICY

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**POLICY SECTION:     COMMUNITY ACTIVITIES**

**SUBJECT:             PURCHASE AND PLACEMENT OF MEMORIAL BENCHES**

Effective Date         Amendments

August 26, 2013

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**Policy Statement:**

The Village of Ashcroft has established a Memorial Bench policy to allow friends and family to purchase a bench in honour of a loved one.

1. The Village of Ashcroft will allow the purchase of memorial benches through the Village Office
2. The Village of Ashcroft will work with the purchaser to endeavor to place the bench in a mutually acceptable location
3. The purchaser will submit an application to the Village outlining the preferred location and wording for the engraving
4. The Village will accumulate bench orders until 6 have been received. Purchasers will be contacted prior to the bench order being placed and will be required to pay for the bench in full
5. Purchase price per bench is \$1,500 plus GST which includes the bench, shipping & handling, assembly, site preparation and on-going maintenance
6. If a purchaser does not wish to wait for 6 orders to be received, they must pay the additional shipping and handling fees, which will be determined at the time the order is placed
7. The Village of Ashcroft has the sole discretion to determine the supplier of the benches

**THE VILLAGE OF ASHCROFT  
MEMORIAL BENCH ORDER FORM**

Name of Purchaser: \_\_\_\_\_

Mailing Address of Purchaser: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Phone Number: Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Contact Email: \_\_\_\_\_

I would like to purchase a memorial bench to be placed in the following general area, I understand that the Village will contact me to discuss the exact placement location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Two boards may have engraving included on them. Maximum is 32 spaces per board including spaces, punctuation, etc.

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

Cost is a one-time fee of \$1,500 plus GST payable at the time the bench is ordered. I understand that the Village will gather order forms until 6 have been received. I will be contacted prior to the bench being ordered and payment in full will be required at that time.

The \$1,500 includes the cost of the bench, shipping & handling, assembly, site preparation and on-going maintenance.

\_\_\_\_\_  
Signature of Purchaser

\_\_\_\_\_  
Date

Payment received: \_\_\_\_\_  
Date of Payment

\_\_\_\_\_  
Receipt Number