



ADMINISTRATION POLICY

TITLE: Memorial Bench Policy		POLICY #: A-03-2021
Authority: Chief Administrative Officer	Effective Date: June 1, 2021 Review Date: July 11, 2024	
Issued By: Kris Hardy, Executive Assistant Issued Date: June 1, 2021	Approved By: Daniela Dyck, CAO Approved Date: June 1, 2021 Resolution #: N/A	

PURPOSE: To establish procedures for the purchase and placement of memorial benches.

POLICY:

This Policy addresses the establishment of 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 at actual cost which includes the bench, applicable taxes, shipping & handling, assembly, site preparation, installation and on-going maintenance.
6. If a purchaser does not wish to wait until a full shipment has been accumulated (6 benches) for an order, 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.

Review annually



**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 engravings included on them. Maximum is 32 characters per board including spaces, punctuation, etc.

Line 1: _____

Line 2: _____

Cost will be determined at the time the order is placed. 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 actual cost includes the bench, applicable taxes, shipping & handling, assembly, site preparation and a onetime perpetual maintenance fee.

Signature

Date

Payment received: _____

Date of Payment

Receipt #