



**CITY OF LONG LAKE**

450 Virginia Avenue, PO Box 606, Long Lake, MN 55356

Phone 952.473.6961 / Fax 952.476.9622 / [www.longlakemn.gov](http://www.longlakemn.gov)

**Park Bench Donation Program Information**

**PARK BENCH DONATION PROGRAM POLICY**

**Program Purpose**

The Park Bench Donation Program is designed to increase public enjoyment and participation in the City's parks and trails. The Program also provides an excellent opportunity to honor a loved one or to recognize someone's special achievement.

**General Information**

- Park benches may be donated anonymously.
- Park benches may be donated in honor or in memory of a loved one or to recognize someone's special achievement.
- Donor may choose the general placement within a park or along a trail; however, the exact location of the bench is dependent upon existing site conditions and shall be determined by the Public Works Director. The final placement of the bench will be discussed with the donor before installation. The City reserves the right to relocate a donated bench and plaque at any time. The City will attempt to contact the donor to discuss alternative locations, with the final location to be determined by the City.
- The City of Long Lake will order, assemble and secure the bench on a concrete pad in the approved location.
- The City will perform general maintenance and upkeep around the bench area.
- The City accepts no liability for damage to any bench from vandals or third parties.
- The City reserves the right to remove any donated benches that have been damaged and are, in the view of the Public Works Director, beyond repair. The City will replace the damaged memorial for the useful life of the bench as soon as practical. A bench is guaranteed for a minimum of 10 years.
- Benches are made from recycled materials in cedar color providing low maintenance and UV protection.
- The cost of a park bench is \$1,500. A handout with photo and specific style information is available. Exact model/style is subject to change/availability.
- For those wishing to place a plaque on the bench to acknowledge the donation, in honor or in memory of a loved one, or to recognize someone's special achievement, a 3" x 9" engraved plaque is available and can be affixed to the backrest of the bench. A handout with photo and specific style information is available.
- In the event that the plaque is damaged, defaced, and/or removed, the City will replace it for the useful life of the bench. A plaque is guaranteed for a minimum of 10 years.

## **Procedures**

- Park Bench Donation Program information and order forms are available at City Hall or online at [www.longlakemn.gov](http://www.longlakemn.gov).
- Donor will fill out a form and submit with full payment for the bench. The City accepts checks made payable to "City of Long Lake", or cash in the exact amount of the payment due.
- Once the order form and full payment have been received, the Public Works Director will call the donor to confirm the order.
- Staff will confirm order details with the donor before processing the order.
- The bench will be placed in the chosen location with concrete pad. If a plaque is ordered, it will be attached to the backrest of the bench.



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**Park Bench Donation Program**

**Bench and Plaque Information**

**JAMESON BENCH - \$1,500**

- Well built bench – good looking and affordable
- UV-protected, recycled plastic construction (guards against splinters, rotting, cracking and peeling), including frame
- Cedar color with black frame



**OPTIONAL – ENGRAVED 3" x 9" PLAQUE**

- Elegant and durable cast aluminum plaques
- Dark oxidized background with attractive beveled-edge border
- All upper case characters in font style as shown
- Letter heights determined by amount of text
- 3" x 9" plaque – up to 4 lines of text, 24 characters per line





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# Park Bench Donation Program

## Donate a Park Bench



The City of Long Lake connects the generosity of people to the evolving needs of the community. The City of Long Lake has over 12 acres of parks and open space for the public to enjoy. The Park Bench Donation Program is designed to increase the use and enjoyment of city parks, trails and playgrounds. When donating a bench, you can also request a plaque to be permanently placed on the bench. Plaques are a great way to remember a person or acknowledge an accomplishment or donation.

We appreciate your generous, tax-deductible gift.

### GENERAL INFORMATION

- The Jameson model is a 6-foot bench, cost of donation is \$1,500 per bench.
- An optional 3" x 9" engraved plaque is available – inscription up to 4 lines, 24 characters (including spaces) per line.
- The City of Long Lake is responsible for the purchase, installation, and maintenance of the bench and optional plaque. Benches are secured to concrete footings and are made from recycled materials, which provide UV protection and low maintenance. They are the color of cedar wood. The exact style of bench depends on availability.
- Please refer to the Bench and Plaque Information page to view current bench and plaque photos with specifications for each item.

### HOW TO MAKE A DONATION

- Complete the attached order form.
- Send the order form and your check, payable to: City of Long Lake, PO Box 606, Long Lake, MN 55356; OR bring your order form and donation to Long Lake City Hall (450 Virginia Avenue, Long Lake).
- You will receive a letter from the City of Long Lake acknowledging your tax-deductible gift.
- City staff will contact you to discuss bench placement.



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**Park Bench Donation Program**

**Order Form**

**BENCHES ENHANCE OUR COMMUNITY BY IMPROVING OUR PARKS AND TRAILS.  
THANK YOU FOR DONATING A BENCH!**

Please complete the order form below and send along with a check for payment made payable to: City of Long Lake, PO Box 606, Long Lake, MN 55356; OR bring your order form and donation to Long Lake City Hall (physical address is 450 Virginia Avenue, Long Lake).

**DONOR INFORMATION**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_

Email Address \_\_\_\_\_

**ORDER INFORMATION**

# of Benches Ordering (\$1,500 / Bench) - \_\_\_\_\_ Total Amount of Order - \$ \_\_\_\_\_

Including Optional Plaque? [ ] YES [ ] NO

**PLAQUE INFORMATION**

PLEASE PRINT CLEARLY - 3" x 9" plaque, 4 lines of text, maximum of 24 characters (including spaces) per line.

Line #1 \_\_\_\_\_

Line #2 \_\_\_\_\_

Line #3 \_\_\_\_\_

Line #4 \_\_\_\_\_

**FOR LONG LAKE OFFICE USE ONLY**

TOTAL PAID - \$ \_\_\_\_\_ [ ] Check # \_\_\_\_\_ [ ] Cash Receipt # \_\_\_\_\_

Date Received - \_\_\_/\_\_\_/\_\_\_ Staff Initials \_\_\_\_\_