



# Borough of Seaside Park

1701 North Ocean Avenue, Seaside Park New Jersey 08752 \* 732- 793-3700, (f) 732-793- 3737

## Memorial Plaque and Bench Application Form

To participate in the **plaque program** the fee depends upon the current cost of the plaque, specific bench location, and site installation factors. Fees range from **\$300 - \$500** which covers the commemorative plaque, delivery and installation.

To participate in the **bench with plaque program** the fee depends upon the current cost of the bench and plaque, specific bench location, and site installation factors. Fees range from **\$1,000 to \$ 3,000** which covers the cost of the bench, commemorative plaque, delivery and installation.

The Borough of Seaside Park will purchase and install the plaque and/or bench for ten years. At the end of the dedication period the plaque and/or bench will be available for renewal with the right of first refusal given to the original donor at the prevailing rate. Two plaques per bench are allowed on existing, non-dedicated benches and one plaque per bench is allowed on a dedicated, purchased bench. All wording will be consistent with the Mission Statement of the Borough's memorial policy. The message should be simple, recalling events or person(s) and contain no birth or death dates. Please note that loss or damage will be the responsibility of the donor and the donor will be contacted as soon as it comes to the attention of the Borough.

Applications will be accepted year-round and installation will occur quarterly (four times/year). The applicant will receive a proof of the plaque and will be invoiced after the proof is approved and prior to installation.

### Requestor (s) Information

Name: \_\_\_\_\_, Address: \_\_\_\_\_

Tele: \_\_\_\_\_, Email: \_\_\_\_\_, Relationship to honoree: \_\_\_\_\_

Please indicate engraving: \_\_\_\_\_

Indicate preferred first choice:  14th Avenue Pier  Marina:  Boardwalk  Playground  Beach Crossover

Indicate preferred second choice:  14th Avenue Pier  Marina:  Boardwalk  Playground  Beach Crossover

### Please select:

- ( ) Donation of a new bench \$        per bench. Purchase & installation of a new bench with plaque.
- ( ) Adopt an existing bench \$        per bench. Purchase & installation of plaque on an existing bench.

### Agreement

Purchase of any memorial in no way constitutes personal ownership. Placement is not guaranteed, and the Borough reserves the right to relocate the memorial if necessary. If the gift becomes a hazard/liability or if the approved terms of acceptance are not fulfilled by the donor, the memorial may be removed and/or relocated. Any memorial/dedication request is at the discretion of the governing body and subject to adjustment if necessary. All language used on the recognition plaque is subject to approval. At the end of the dedication period, the donated item will be available for renewal with the right of first refusal given to the original donor. My signature below indicates that I have read this document in its entirety and understand the regulations for memorial gifts put forth by the Borough of Seaside Park. I hereby state that the information presented above is accurate and current and will inform Borough of Seaside Park Administration of any changes including but not limited to death or relocation of the individual granted the memorial gift. I understand that if granted the memorial gift, I must follow the guidelines set forth in the Borough of Seaside Park's Memorial Policy.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### REMIT:

Borough of Seaside Park  
1701 North Ocean Avenue  
Seaside Park, NJ 08752

**For Office Use Only:** Date Received: \_\_\_\_\_ ( ) Cash ( ) Check No: \_\_\_\_\_ Date Ordered: \_\_\_\_\_ PO#: \_\_\_\_\_