



# Meriden Parks & Recreation

460 Liberty Street, Meriden, CT 06450 [meridenrecreation@meridenct.gov](mailto:meridenrecreation@meridenct.gov)

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## Memorial Bench Request Form

Memorial Bench Request Forms should be submitted to the Parks & Recreation Department by either mailing to the above address or sending via email. The department will review the request and will first decide if the need for the bench exists in the desired location and then secondly determine if the individual nominated meets the criteria to be honored in this manner.

Once approved, you will be contacted regarding payment. Payment must be received prior to the department ordering the bench & nameplate. Once ordered, benches take approximately 8 weeks to be delivered and installation will take place at the discretion of the department (based on work schedule & weather). *The fee for purchasing and installation of a Memorial Bench is \$3,000.00.*

Date of Request: \_\_\_\_\_ Requested by: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Bench in honor of: \_\_\_\_\_

Reason for the request:

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Please nameplate wording. Nameplates are 3"x 9" and can hold 4 lines of text:

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Requested park location: \_\_\_\_\_

Specific location in park: \_\_\_\_\_

Special Requests:

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**Please note:** Memorial Benches are the property of the City of Meriden. In the event that a bench is vandalized or damaged, the Parks & Recreation Department will make the needed repairs. The department reserves the right to relocate or decommission a bench (if circumstances warrant) at its sole discretion.