



Park Amenity Donation Application Form

Recreation and Parks Department

Date of Application: _____

DONOR INFORMATION

Name of Donor: _____
Last Name *Given Names*

Address: _____
Apt. No/Street No. *Street Name*

_____ *City* *Province* *Postal Code*

Phone: _____ Email: _____

TAX INFORMATION

Same as Donor Other

Name of Donor: _____
Last Name *Given Names*

Address: _____
Apt. No/Street No. *Street Name*

_____ *City* *Province* *Postal Code*

Note: A Tax Receipt will be made out to the donor listed above, unless a letter is provided at the time of payment indicating the main contact donor, along with the names, addresses and dollar amounts for all donors.

DONATION INFORMATION

Please indicate what you would like to donate. Standard Amenities:

New Park Bench with plaque \$ 4,000.00

Existing Park Bench with plaque \$ 1,000.00

Other: (Please provide a brief description) _____

For legacy amenities, which include, but are not limited to, donations such as playgrounds, park/trail bridges, outdoor exercise equipment, picnic shelters or kiosks, you will be contacted by the Manager of Parks Services or designate to discuss various options and agreement details.

Please refer to the map on the website for available location/sites of amenity donations. If possible, please indicate first and second choices

- Location (park) Name: _____ (first choice)
- Location (park) Name: _____ (second choice)

PLAQUE WORDING (FOR BENCH DONATIONS ONLY)

- Standard plaque size is approximately 3" by 7" wide.
- Maximum four (4) lines of text.
- Wording on the plaque must not be intended to act as a memorial, and Parks Services will work with donors on the final plaque text.
- Proposed plaque wording:

PROCESS

Complete, save and submit an electronic copy of this form via email to recparks@rdn.bc.ca or mail hard copy to: 830 W. Island Highway, Parksville BC V9P 2X4. The application procedure and approval may take up to eight (8) weeks for processing.

- Please do not submit payment with this application. Once this application has been reviewed and approved by Parks Services staff you will receive an invoice with payment information.
- Parks Services staff will forward a proof of the plaque for your approval.

I _____ (please print), the main contact donor, have read, understood and agree to the Terms and Conditions outlined in the Amenity Donation Program Policy. Please review the [Amenity Policy Donation Program](#) for more information.

Signature

FOR OFFICE USE ONLY

Invoice #: _____ Date Sent: _____ Plaque Install Date: _____
Payment Received Thank You Letter Sent Tax Receipt and # _____