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REGINA

Parks & Open Space Services

Legacy Program Application

DONOR INFORMATION

Date: _____

Applicant Name: _____

Address: _____

City/Province: _____

Postal Code: _____

Email: _____

Day Phone: _____

Tax Receipt Required (donations of benches & trees only) ☐ Yes ☐ No

Tax Receipts are issued annually in February of the following year

LEGACY ITEM & LOCATION

☐ New Six Foot Steel Frame Bench with Plaque (Parks & Open Space/Golf Courses)

☐ New Four Foot Composite Legacy Bench with Bronze Plaque (Cemeteries)

☐ Engravable Plaque added to an Existing Legacy Bench (Parks & Open Space)

☐ Bronze Engravable Plaque (Cemeteries)

☐ Legacy Tree Including Three Years of Care to Establish, Without Plaque (Parks & Open Space)

☐ Legacy Tree Including Three Years of Care to Establish, With Bronze Plaque (Cemeteries)

Preferred Location:

☐ Riverside Cemetery: Block/Plot/Lot

☐ Golf Course (Tor Hill, Joanne Goulet, Murray):_____

☐ Open Space or Park:_____

Parks & Open Space Services
E: POSSAdmin@regina.ca P: 306-777-7392

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LEGACY PLAQUE ENGRAVING DRAFT

Please complete all fields below. ***Please note:*** *Plaques are text only. No images or clip art.*

In Memory / Honour of: _____

Text to appear on plaque : _____

TERMS & CONDITIONS

1. Donated trees and benches become the property of the City of Regina.
2. Donated items are intended for the use and enjoyment of the public.
3. The City of Regina will attempt to accommodate the requested location as closely as possible for new Legacy bench installations; however, reserve the right to make the final decision on placement based on factors such as underground utilities and on-going maintenance.
4. The City of Regina will maintain donated benches for a ten-year period. At the end of ten years, the City reserves the right to relocate or remove benches & plaques without notice.
5. Tree applications approved prior to September will be installed that year, weather permitting.
6. The City of Regina will complete care-to-establishment for legacy trees for a three-year establishment period. Following the establishment period tress will be maintained in accordance with the City of Regina's Urban Forest Maintenance Program.
7. Installation of all other legacy items cannot be specified due to weather, supply of items, special events, and ongoing construction and maintenance activities.
8. The City of Regina reserves the right to relocate or remove benches & plaques without notice due to operational requirements.
9. No additional plaques or personal items will be accepted. The City of Regina reserves the right to remove and dispose of all memorabilia found attached to or around the donated item.
10. The City of Regina is not liable for any damages or losses to legacy dedications resulting from theft, vandalism, mishaps or natural causes. Please consider the location of the bench, keeping in mind they are in public spaces.

I have read and accept the above Terms & Conditions

Name: _____ **Date**: _____

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