

# Bench Sponsorship Program

This program of the Village of Brandon Parks & Recreation Committee accepts charitable sponsorships for park benches. Sponsoring a bench is a great way to honor or celebrate someone and provide funds to help support and enhance Brandon Community Park.

## Bench Information:

- Bench sponsorships for a new bench are \$500.00. Payment in full for the bench must be submitted before any work commences.
- The bench will have colored concrete ends (charcoal color) with cedar tone treated lumber for the back and seat.
- A designated 5 x 7 plaque will be placed on the bench. Text is subject to approval by the Village of Brandon. The plaque is not intended as a memorial marker and may not include birth and death dates or years. The plaque is symbolic of the sponsorship and does not entitle the donor to ownership of the bench.
- You may select the location in the park you would like the bench to be placed with the approval of the Director of Public Works. Bench sponsors are not permitted to paint or stain the benches.
- Benches will be installed from May - September. Installation requires a minimum of 30 days, but may take longer due to unpredictable circumstances. We strive to meet a requested installation date, but it cannot be guaranteed.
- Village employees will install the bench and will guarantee the bench for five years.
- The sponsorship period will last for 5 years after the date of installation. After 5 years the sponsored bench will be available for renewal at \$350.00 for an additional 5 years. If the current sponsor chooses not to renew the sponsorship, the bench may be removed and the site may be re-sponsored.
- If you have any other questions, please contact the Village of Brandon at 920-346-5415 or email [clerkofbrandon@gmail.com](mailto:clerkofbrandon@gmail.com)

**For Office Use only:** Date of Sponsorship approval \_\_\_\_\_ Date of Installation \_\_\_\_\_

# Bench Sponsorship Program Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

\_\_\_\_\_

Location of Bench (Location where you would like the bench to be placed within the park):

\_\_\_\_\_

\_\_\_\_\_

## **Donor Plaque Message**

In honor of: \_\_\_\_\_

In memory of: \_\_\_\_\_

In recognition of: \_\_\_\_\_

Other: \_\_\_\_\_

## **Payment Information:**

Approval of sponsorship must be completed prior to payment. The Village of Brandon bench sponsorship payment is a tax-deductible charitable donation.

Please make your check payable to: "Village of Brandon Park Improvement Fund" and return this form and payment to:

Village of Brandon  
115 N Center St  
PO Box 385  
Brandon WI 53919

At the end of the 5 year sponsorship period, the bench will be available for renewal, with the first right of refusal to be given to the original donor. Every attempt to contact the original donor will be made. The Village of Brandon will not be held responsible if the contact information in the file is outdated and the original donor cannot be contacted.

Signature of Donor \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

(Your signature indicates that you have read and agree to the sponsorship program guidelines)

# Bench Sponsorship Renewal Application

**For Office Use only:** Date of Sponsorship approval \_\_\_\_\_ Date of Installation \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

\_\_\_\_\_

**Payment Information:**

The Village of Brandon bench sponsorship renewal payment of \$350.00 is a tax-deductible charitable donation.

Please make your check payable to: "Village of Brandon Park Improvement Fund" and return this form and payment to:

Village of Brandon  
115 N Center St  
PO Box 385  
Brandon WI 53919

At the end of the 5 year renewal period, the bench will be available for renewal again, with the first right of refusal to be given to the original donor. Every attempt to contact the original donor will be made. The Village of Brandon will not be held responsible if the contact information in the file is outdated and the original donor cannot be contacted.

Signature of Donor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Printed Name \_\_\_\_\_

(Your signature indicates that you have read and agree to the sponsorship program guidelines)

***For Office Use only:*** Date of Sponsorship approval \_\_\_\_\_ Date of Installation \_\_\_\_\_