



## SURREY PARKS DONATION BENCH PROGRAM

The City of Surrey's Park Donation Bench Program invites residents to celebrate a special occasion or honour a legacy by donating a City park bench. If you would like to donate, please submit an electronic copy of this form via email to [partnersinparks@surrey.ca](mailto:partnersinparks@surrey.ca), or mail a hard copy to:

City of Surrey – Park Partnerships  
6651 - 148 Street  
Surrey, BC  
V3S 3C7

Upon review, Parks staff will inform you if a donation is available at your requested park. Donations must benefit Surrey residents and align with the City's park strategy. Bench installation location depends on future development, underground utilities, sensitive habitats, and site limitations. Some parks may be at capacity, so a new bench may not be possible.

Bench donations are not available at the following locations:

- ❖ Crescent Beach
- ❖ Blackie Spit Park
- ❖ Elgin Heritage Park
- ❖ Mud Bay Park
- ❖ Crescent Park
- ❖ Kwomais Point Park
- ❖ Boundary Park
- ❖ Southmere Village Park

Donors may be asked to attend an on-site meeting at the park with the Park Partnerships Coordinator and technical staff. This meeting will determine:

- ❖ Confirmation of your donation choice: funding for a new or existing bench
- ❖ Where the donation will be located
- ❖ What you would like to have written on the plaque

Upon approval of your request, you will be required to provide your donation via cheque, cash, or credit card. The Park Partnerships Clerk will process your donation, and the City of Surrey will issue a tax receipt. Full payment is necessary upon final approval and the term commences once the bench is installed. After the installation, you will receive an acknowledgment letter from the Park Partnerships Clerk. It is the donor's responsibility to maintain up-to-date contact information with the City of Surrey.

Donors should note that they do not have priority use of their donations. Donated benches and the space where they are installed remain the property of the City of Surrey. The Parks Division staff will maintain all park features in good condition and make repairs as needed, but donated items do not receive priority treatment.

**AVAILABLE OPTIONS AND COSTS**

**Option 1 - New Bench Donations:**

All new bench donations are for a fixed 20-year term. The price listed below include the cost of the bench, an engraved plaque, installation, basic maintenance, and repair of the bench for the 20-year term.

- ❖ Surrey Park Bench \$2800

**Option 2 - Dedications on Existing Benches:**

Where a park has reached its capacity for new assets there is an option to donate to an existing bench. Dedication costs for existing benches will be based on a 20-year full bench life. Depending on the life span remaining, the donation cost will be pro-rated in 5-year increments.

- ❖ Surrey Park Benches will be based on a cost of \$700/5 year increment

*The cost of existing benches is calculated as follows:*

Age of Bench	Lifespan Remaining	Surrey Bench Cost
1 – 5 years old	15 – 19 years remaining	\$2,100
6 – 10 years old	10 – 14 years remaining	\$1,400
11 – 15 years old	5 – 9 years remaining	\$700
16 – 20 years old	1 – 4 years remaining	New bench required at full cost.

*There may be additional requirements at certain park sites within the City. Please note that pricing may change over time.*

**RENEWALS**

Once the donation term is complete the current donor will not have the option of renewal. The donation opportunity will be opened to a new donor.

**LOCATIONS AND INSTALLATIONS**

The approved location of a bench installation depends on proposed future development within a park, the location of underground utilities, sensitive habitats, and other site restrictions. Donations must contribute to the public enjoyment of parks and not interfere with the accessibility or use of the park by any member of the public. Donations must not interfere with park maintenance.

Full payment is required before a park bench is added. The term begins once the bench is installed. Installations occur twice per year in the spring and fall (weather permitting). Exact dates cannot be specified due to park construction and special events. Depending on the timing of your order, the installation will be scheduled for the next available installation date.



## SURREY PARKS DONATION BENCH APPLICATION

### DONOR CONTACT INFORMATION

It is the responsibility of the donor to keep their contact information current with the City of Surrey.

Name:

Address:

Home phone:

Cell phone:

Email Address:

### LOCATION INFORMATION:

Please indicate if this is a new bench request or a dedication to an existing bench. Include the park name and description of approximate location. Attach a map or sketch if possible.

New Bench  Existing Bench

Park Name:

Location:

### PLAQUE WORDING

Donated benches will be fitted with a 2" x 10" inch plaque. It is your responsibility to approve the spelling on the draft plaque and send it back to the Park Partnerships Clerk. The donations program is intended to increase public enjoyment of Surrey Parks; therefore, signage should have a positive focus. Wording on donor recognition plaques may not be used to create or replace a memorial.

- ❖ Dates showing lifetime will not be included on signage
- ❖ Wording shall not include terms such as "in memory of" or other phrases that commemorate the deceased

Please specify plaque wording below:

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**INCOME TAX INFORMATION**

A tax receipt will be made out to the person paying in cash or with a credit card, unless a letter is provided at the time of payment indicating the individual donor names, addresses and amounts. If paying by cheque, each donor must submit a cheque to receive a tax receipt.

**PARK DONATION BENCH POLICY**

- ❖ The City shall have final approval of the bench type, location, and plaque wording.
- ❖ The identity of donors becomes public record.
- ❖ Your donation is the property of the City of Surrey.
- ❖ Parks staff reserves the right to relocate or remove the donation whenever necessary. All reasonable effort will be made to notify the donor if their donation is affected.
- ❖ Placement of memorial wreaths, flowers or other items or any modifications to the donation will not be permitted.
- ❖ Donated assets will be maintained in good condition and repaired as needed by the City of Surrey for the donation term. Donated items will not be given priority treatment.
- ❖ Once the donation term is complete the current donor will not have the option of renewal. The donation opportunity will be opened to a new donor.
- ❖ City staff will review and adjust the costs annually.

I have read and consent to the above noted policies of the Parks Donation Program.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Office Use	New:	Existing:
	REF ID #:	
Cheque Enclosed:	Date Received:	

For further inquiries, please contact the Park Partnerships Coordinator at 604-501-5050 or email [partnersinparks@surrey.ca](mailto:partnersinparks@surrey.ca).

Thank you for your interest in the City of Surrey’s Parks Donation Bench Program.