For further information, contact:

Parks, Recreation and Heritage Department
4255 Wallace Street
Port Alberni BC V9Y 3Y6
Phone: 250-723-2181
Fax: 250-723-1035

Office Use Only:

Location of Memorial:

Type of Memorial:

☐ Tree/Shrub, or Rock

☐ SITE VISIT with Parks supervisor is complete. Confirmation email from Parks supervisor attached. _____

☐ Received form from customer. _____

☐ Draft sent to Foundry. _____

☐ Proof received from Foundry; customer contacted. _____

☐ Customer approved Foundry proof: _____

☐ Payment made. Emails sent to Parks supervisor, booking clerk, program secretary. _____

(Please date and initial in spaces provided)

MEMORIAL SPONSORSHIP Program

The Parks Memorial Sponsorship Program is a tribute to honour one or more persons for his/her past or present contribution to the community, to a service club project, in memoriam, as well as for other special events.

The City of Port Alberni invites individuals, organizations or service clubs to sponsor a park bench, picnic table, or tree or shrub.

All Memorial Sponsorship requests and donations must be deemed acceptable by the Parks, Recreation and Heritage Department.

- Sponsor agrees to City of Port Alberni location of memorial selection.
- Sponsor agrees to City of Port Alberni's right to relocate the park bench/picnic table/tree or shrub.
- City guarantees to maintain and/or replace damaged memorial selection.
- Payment is due on confirmation of order.

Signature of Sponsor _____

Date _____

☐ ***Park Bench***

NOT AVAILABLE

A variety of park bench styles strictly dependent on final location of memorial and availability of materials.

Cost of this sponsorship: $2,500
Graphic Image: add $100

☐ ***Picnic Table***

NOT AVAILABLE

A variety of picnic table styles strictly dependent on final location of memorial and availability of materials.

Cost of this sponsorship: $2,500
Graphic Image: add $100

☐ ***Tree or Shrub, or Rock***

The variety and size of the tree or shrub, or rock, is strictly dependent on final location of memorial and availability of materials.

Cost of this sponsorship: $1,500
Graphic Image: add $100

Preferred Location of Memorial

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Please note the above are choices only and not deemed the final location of any memorial. The final location of all memorials are a result of an agreement between PR&H and the sponsor(s).

Plaque Inscription

Plaque Size 3" x 9"
Five lines of forty (40) letters and spaces per line permitted

Line 1
Line 2
Line 3
Line 4
Line 5

Sponsorship Inscription

Name of Sponsor _____
Address _____
City _____ Postal Code _____
Phone (h) _____ (w) _____
Income Tax Receipt Information - As above _____ or
Name _____
Address _____
City _____ Postal Code _____
Phone (h) _____ (w) _____
Donation Amount $ _____ Prefered location of bench _____

Tax receipts will be issued upon request.