

Applicant Information

Applicant Name: _____




Last First Initial


Mailing Address: _____

City	Province	Postal Code
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Phone: _____ Email: _____

Estimated Commemorative Item Cost					
Description	Item Type Example		Item Cost Estimate	Installation Cost Est.	Total Cost Estimate
Bench			\$1000	\$3000 *includes concrete pad	\$4000
Bench			\$2000	\$3000 *includes concrete pad	\$5000
Table			\$2000	\$3000 *includes concrete pad	\$5000
**Wheel Chair Accessible Options Available					

Table		\$3000	\$3000 *includes concrete pad	\$6000
Adirondack Chair		\$400	\$2000 *includes concrete pad	\$2400
Bike Rack	 Plaque to be installed in concrete base	\$200	\$2000 *includes concrete pad	\$2200

Estimated Plaque Cost		
Description	Item Type Example	Cost Estimate
Tree Grate		\$840 *plaque and installation

Traditional		<p>\$350 *plaque and installation</p>
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Commemorative Item and Plaque Information

Plaque inscription (no dates are permitted)

Commemorative Item Selection:

- | | |
|---|--|
| <input type="checkbox"/> Bench – Grey | <input type="checkbox"/> Adirondack Chair |
| <input type="checkbox"/> Bench – Brown | <input type="checkbox"/> Bike Rack |
| <input type="checkbox"/> Table – Brown | <input type="checkbox"/> Other – Please Describe |
| <input type="checkbox"/> Table – Concrete | |

The Town of Creston may have existing stock of the infrastructure listed above. Are you interested in exploring existing stock items at a reduced cost?

☐ Yes ☐ No

Terms & Conditions*

General Terms and Conditions

** Information from Town of Creston Commemorative Plaque Policy (PUB-001-070)*

1. The Town of Creston will coordinate all requests for the donation of commemorative items and associated commemorative plaques.
2. The applicant is responsible for the entire cost of the commemorative plaque, commemorative item to which the plaque is to be affixed, and installation.
3. All commemorative items and plaques must comply with the Town of Creston's standards, which may change from time to time. Plaque size, material, and installation are standardized and determined by the item being donated and the Director of Infrastructure Services or their designate.
4. Commemorative items include tree grates, benches, picnic tables, bike racks, public art, or other outdoor improvement items as determined by the Town.
5. The Town reserves the right to not accept some items for commemorative display based on lack of need, maintenance impact to location or acceptance by community.
6. Plaque contents must be approved by the Town. Examples of acceptable items include family name, business name, volunteer organization or society name. Dates will not be included on the plaques.

7. Applicants are encouraged to choose messages that are uplifting, promote joy or are inspirational. Commemorative plaques are not intended to serve as replacements for appropriate memorial markers.
8. The Town of Creston owns the commemorative item and retains the right to use the lands adjacent to it, up to and including the relocation of the commemorative item. Every attempt will be made to ensure the commemorative item is relocated as close to the original placement as is feasible. The Town will contact the applicant in such circumstances.
9. Commemorative plaques will be reserved based on the date of application and payment.
10. The Manager of Community Planning and Development in consultation with the Director of Infrastructure Services or designate reserve the right to determine the final placement of the commemorative item and plaque.
11. The Town will maintain commemorative items and plaques in accordance with normal maintenance standards, as determined by the Director of Infrastructure Services. Repairs will be completed on an as needed basis.
12. The Town will not be responsible for replacing or repairing commemorative items or plaques through damage, vandalism or theft.
13. Care beyond the Town's normal maintenance standards remains the responsibility of the applicant. Any modifications to the donated item by the applicant are not permitted.
14. The Town respectfully prohibits the placement of flowers, pictures, photographs, notes, gifts, wreaths, commemorative stores, or other similar items, near or at the location of the commemorative item and plaque.
15. To donate a commemorative item and plaque, a request form shall be completed by the applicant, and the required fee paid in full.
16. The Town of Creston will provide the applicant with a receipt in an amount equal to the payment, minus the cost of the plaque that can be used for tax purposes.
17. It is the responsibility of the applicant to ensure that their contact information is kept current with the Town.
18. Town Staff will inform applicants regarding the status of their donation and contact applicants when the commemorative item and plaque are installed.
19. At the end of life of the commemorative item, the applicant will be contacted for the return of the commemorative plaque.
20. In the event that the applicant wants the plaque to be reinstalled, a new commemorative item must be purchased by the applicant to re-affix the plaque.

Acknowledgement and Signature(s)

I certify that I am 18 years of age or older, and that all information submitted in this application is correct and complete. I have read this application form in its entirety and I agree to abide by any and all posted Park regulations, the terms and conditions noted above, and all applicable Provincial and Municipal legislation, regulation, and bylaws. I acknowledge that failure to comply with the above could lead to my removal of signage, and possible monetary fines.

Applicant Signature: _____ Date: _____

Office Use Only

Received on: Day _____ Month _____ Year _____

By: _____ Signature: _____ Date: _____

Followed up on: Day _____ Month _____ Year _____

By: _____ Signature: _____ Date: _____

The Town of Creston collects your information for the purposes of administering Town of Creston programs and services, including permits and licensing services, in accordance with Section 26 of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. Information collected with this form, including copies of any associated documentation submitted as part of this application, may be disclosed to the public in accordance with *FOIPPA*. If you have any questions about the collection and use of information, please contact the Town's Corporate Officer at 250-428-2214, ext. 210.