



City of Richmond

6911 No. 3 Road,
Richmond, BC V6Y 2C1
www.richmond.ca

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Thank you for your interest in the City of Richmond's Bench and Picnic Table Dedication Program.

Please find enclosed additional information and an application form for this program. Completed forms can be returned to the Parks Department via email or mail.

Please check our website for an updated list of available locations: www.richmond.ca/dedicationprogram. To inquire about availability of the bench or picnic table you wish to dedicate, please contact us before you begin the application process. Once an agreement on location has been reached, payment will be required in order to reserve the location. Please note that applications will be processed in the order they are received. While staff will collaborate with you to find an available location in your preferred area, please note that new dedication sites are only added as new parks are developed or existing parks are redeveloped. Placement of benches and picnic tables has been predetermined to meet the overall needs of our parks system and we may not be able to accommodate all requests.

If you have any further inquiries, please contact Parks Programs at 604-247-4453.

Yours truly,

Magnus Sinclair
Acting Coordinator, Parks Programs
5599 Lynas Lane
Richmond, BC V7C 5B2
msinclair@richmond.ca
604-247-4453

City of Richmond

Bench and Picnic Table Dedication Program Information

DEDICATION AMOUNT:

- Costs may be higher in certain locations due to bench styles and installation requirements. These cases will be identified and discussed with applicants in advance.
- A tax receipt for the amount less the cost of the plaque will be issued.
- Costs are subject to change without notice.

Table 1 – Bench and Picnic Table Fees (2019)

	Standard Bench	Standard Picnic Table
Full dedication	\$3,500	\$4,000
Shared dedication*	\$2,000	\$2,250
Additional plaque	\$500	\$500

*See note under “Shared Dedications”

CONDITIONS OF DEDICATION:

- The dedicated bench or picnic table will be the property of the City of Richmond.
- The City will maintain the bench or picnic on its regular maintenance schedule.
- The bench or picnic table may be removed or relocated at the City’s discretion. All reasonable efforts will be made to notify the dedicator and find an alternate location should this be required.
- Dedicators will have the opportunity to continue their sponsorship of the bench or picnic table after the 10-year dedication period by paying the current cost for the bench or picnic table. It will be the responsibility of the dedicator to keep their contact information current with the City of Richmond.
- If staff are unable to contact the current dedicator once the 10-year dedication period has passed, after a six month period the bench or picnic table will be made available to other dedicators and plaques can be recovered from the Community Services department.
- A complete copy of Richmond City Council’s Policy related to Bench and Picnic Table Dedications (Policy 7019) is available online at www.richmond.ca and can be sent upon request.

PLAQUES:

- The fabrication and installation of one plaque is included in the dedication amount.
- An additional \$500 will be charged should a dedicator request a second plaque (not applicable to shared dedications).
- A maximum of three plaques per bench and eight plaques per picnic table are permitted.
- Please allow up to 10 weeks for plaque fabrication and installation.
- Plaques may be replaced at the expense of the dedicator.
- Costs are subject to change without notice.

SHARED DEDICATIONS:

- Dedicators who wish to share a bench or picnic table with another person have the option of doing so by paying the reduced cost as listed above. Dedicators will be limited to one plaque each as the maximum number of plaques permissible per shared bench or picnic table is two in total.
- Staff will work with you to match up those interested in sharing a bench or picnic table so that *dedications occur at the same time and have the same dedication period.*

City of Richmond

Bench and Picnic Table Dedication Application Form

1. CONTACT INFORMATION

Name: _____
(first name) (middle initial) (last name)

Address: _____

City: _____ Province _____ Postal Code: _____

Phone: _____ Alternate Phone: _____

Email: _____

2. DEDICATION FEES: Final fee to be confirmed with staff based on bench or picnic table style and location.

3. APPLICATION OPTIONS

I would like to dedicate:

- Standard Bench, full (\$3,500) Standard Picnic Table, full (\$4,000)
- Standard Bench, shared (\$2,000) Standard Picnic Table, shared (\$2,250)
- Additional Plaque (\$500)

*All standard dedications include one plaque (valued at \$500)

4. INCOME TAX INFORMATION: A tax receipt will issued to the dedicator upon request*

Do you require a tax receipt? Yes No

* Tax receipts are not provided for plaques.

5. LOCATION INFORMATION: Please indicate your preferred geographic area. Location must be approved before application can be processed.

6. PLAQUE WORDING:

Please use the space below to fill out the inscription (including spaces and punctuation).

7. It is the responsibility of the dedicator to keep contact information updated. For more information, please call the City of Richmond Parks Department at 604-244-1208, weekdays 8:15am – 5:00pm or email parks@richmond.ca.

SIGNATURE: _____

DATE: _____

