



## City of Union City Memorial Bench Program

Union City has many beautiful parks that are enjoyed by the community. The Community & Recreation Services Department has developed a Memorial Bench Program to provide an opportunity to recognize residents who have passed away, or to honor those who have made an impact in the community. Family and friends can join together to donate an attractive, personalized park bench in one of Union City parks to remember their loved one. The donation of a memorial bench includes the purchase and installation of the bench, an engraved plaque, as well as any needed site preparation by the Public Works Department.

### **Bench and Engraved Plaque Design and Message:**

Memorial Benches are a classic design, 4' in length, black powder coated steel, and includes an engraved 4"x10" bronze plaque. Plaque engraving can be up to 4 lines with a maximum of 25 words. Plaques may include the name of the individual being memorialized as well as important dates and a saying or poem.



### **Application Process:**

Once an application for a memorial bench has been received, City staff will review and contact applicant within 30 days. Application will be approved after City staff and applicant meet to review location and plaque language. City staff will try to accommodate all bench requests, but reserves the right to limit locations, placement and total number of memorial benches at any City location. After an application is approved, payment will be collected, plaque and bench will be ordered.

### **Payment:**

The cost for purchasing and installing a memorial bench is \$2,000. Once an application has been approved and location confirmed, the donor needs to submit full payment. Payment can be made in cash, checks (made payable to the City of Union City), Visa, Mastercard or Discover cards. **There are no refunds after the bench has been ordered.**

**Installation of the Bench and Plaque:**

Once location has been agreed upon, and the application and payment have been received, the City will order materials necessary to complete the project. It is estimated to take up to 12 weeks for bench delivery and installation. Lead times vary depending on the time of year, equipment ordered and supplier inventory. Donors will be notified 2-4 weeks prior to scheduled installation.

**Responsibility of City:**

Union City Community & Recreation Services Department along with the Public Works Department are responsible for the selection and location of memorial benches. The City shall be responsible for bench and plaque installation. The City reserves the right to determine the level of general care depending on budget availability. The benches have an expected 10-15 year life span. The City is not responsible for loss or damage from causes beyond its reasonable control, including damage caused by the elements, theft, or vandals. The bench and plaque remain the property of the City. The City reserves the right to determine if the bench is damaged beyond usability. If a bench is damaged or destroyed, the City will attempt to contact the donor, as they have the option to purchase a new bench. The City reserves the right to relocate the bench if unforeseen circumstances arise due to its location or setting such as Park renovation. **It is the donor's responsibility to update their contact information with the City Memorial Bench Program.**

If you are interested in the Memorial Bench Program, please complete the application below or contact the Union City Community & Recreation Services at (510)675-5495. Please PRINT!

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

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

Day Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of person being honored with a bench: \_\_\_\_\_

Requested Parks: 1. \_\_\_\_\_

2. \_\_\_\_\_

**Plaque Engraving** - The inscription may be up to four lines with 16 spaces per line, maximum of 25 words. Punctuation marks and spaces between words count as spaces. Please fill in the blanks below with the inscription you would like. Donors will need to sign off on final proof of inscription prior to plaque engraving.




**Return completed application to:**  
Chris Valuckas, Union City Community & Recreation Services Department, 34009 Alvarado-Niles Road, Union City CA 94587 or Chrisv@unioncity.org.