

# Memorial Request Form



<b>Name:</b>		<b>Address:</b>	
<b>City:</b>		<b>State &amp; Zip:</b>	
<b>Phone:</b>		<b>Email:</b>	

**I would like to make the following donation in memory of my loved one**

<b>Memorial Bench</b> <input type="checkbox"/>	<p>Approximately \$1,200 to \$1,700 for a 5' or 6' bench. This includes the actual cost of the bench, assembly of the bench, installation of the bench and a 2" x 8" plaque on the bench with your memorial wording. Because of up-keep costs, we no longer install wood benches. The memorial benches we currently use are made from recycled materials. There is a 7-8 week lead time from the time we order the bench to the actual bench installation.</p> <p>Here is a link to the manufacturer of the benches for your review.  <a href="http://www.dumor.com/recycled-plastic-benches-with-backrest.shtml">http://www.dumor.com/recycled-plastic-benches-with-backrest.shtml</a>  <a href="http://www.dumor.com/recycled-plastic-benches-with-backrest.shtml">http://www.dumor.com/recycled-plastic-benches-with-backrest.shtml</a></p>
<b>Shade Tree</b> <input type="checkbox"/>	<p>Approximately \$400 to \$800</p> <p>Please note, there are limited spaces available for new trees.</p>
<b>Water Fountain</b> <input type="checkbox"/>	<p>Approximately \$3,500</p>
<b>Other (Please Explain):</b>	

**We will try our best to accommodate any placement preferences. If we are unable to accommodate the request, we will provide you with alternative options.**

<b>Preference for placement of memorial item:</b>	Street <input type="checkbox"/>	Please give any street preferences:
	Park <input type="checkbox"/>	Please give any park preferences:
<p><b>Plaque wording to be placed on memorial item, such as Person, Place, Event to be memorialized:</b></p> <p><b>Bench Plaque (2"x8"):</b> 3 line maximum; 30 character limit per line.</p> <p><b>Tree Plaque (3"x 7"):</b> 5 line maximum; 25 character limit per line.</p>		

Please note a 50% deposit is required up front. The remaining balance will be invoiced after the work is completed. Submit to Carla Kacmar at: 525 San Anselmo Ave, San Anselmo, CA 94960 or [ckacmar@townofsananselmo.org](mailto:ckacmar@townofsananselmo.org)

**Town Approvals**

DPW Approval	
Recreation Approval	
Police/Fire Approval	
Official Approval	

Field Notes: