



# Bench Donation Program

**Thank you for your interest in donating a bench to the Starbuck Parks Department!**

We value this opportunity to work with you to provide a way to memorialize or commemorate a loved one or special event. This form includes information for placing a bench and plaque in one of Starbuck's parks or trails.

Your donation form will be reviewed upon receipt. You will be contacted regarding your donation and proposed bench location within five business days. If you have any questions concerning this gift program, please call **320-239-2525**.

**Location:** The City has many bench locations in our parks & trails that need seating and we will work together to identify a location that matches your preferences. Final bench location is approved by the City.

**Mounting:** All benches are mounted on concrete pads, which is included in the bench price.

**Plaques:** Bench plaques are ordered by City staff. Wording must be approved by the Parks Supervisor prior to ordering. (Form on next page)

**Alternative Donations:** Other opportunities for gift donations are also available. Please inquire at the Starbuck City Office.

## Bench Donation Form (Please Print Clearly)

Name	Middle Initial	Last Name	Date
Street Address	City	State	Zip Code
Mobile Phone / Home Phone	Email Address	Desired Park/Location	

**The total cost for an installed bench is \$1,000.**

**The fee should be submitted with a completed Bench Donation Form.**

Plaques can serve as a tribute, a memorial or recognition. Plaques are cast bronze with milled letters. The standard size is 3" x 5" and they are mounted on the bench. Wording is limited to three lines and 45 characters.

## Bench Donation Wording (Please Print Clearly, 45 character limit)

Line One
Line Two
Line Three

Please complete the Bench Donation Form and return to the Starbuck City Office via one of the following methods.

**Mail: Delivering to our office:**

City of Starbuck

307 E 5th St

PO Box 606

Starbuck, MN 56381

[tholten@starbuckmn.gov](mailto:tholten@starbuckmn.gov)

Attn: Parks Donation

Thank you for this opportunity to work with you.



Our donation bench is pictured above. It is a brown recycled plastic bench and plaque mounted to the bench.

**Office Use Only**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date Received**

\_\_\_\_\_  
**Form Received By**

\_\_\_\_\_  
**Date Ordered**

\_\_\_\_\_  
**Supplier**

\_\_\_\_\_  
**Quote**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Install Date**

\_\_\_\_\_  
**Location**

\_\_\_\_\_  
**Client Contacted after Install**