



## MEMORIAL BENCH PROGRAM

### Description

The Everett Parks and Community Services Memorial Bench program offers a unique way to remember family members, honor friends and to celebrate occasions with a lasting gift of a bench installed on public property in the City of Everett. Bench designs and styles depend on location and all benches include an honorary plaque installed within the bench or concrete base.

### Application Process and Guidelines

Complete the Memorial Bench application and include desired location for placement. Bench locations and availability may vary from park to park. Some parks may not be available at all times. The application form can be completed online and emailed to [recreation@everettwa.gov](mailto:recreation@everettwa.gov) or you may mail it to:

Recreation Office  
Forest Park  
802 E Mukilteo Blvd  
Everett, WA 98203.

### Guidelines

- Everett Parks and Community Services approved benches only
- An approximate 3-6 month lead time is to be expected for installation once full payment has been received
- Only pre-approved park sites will be selected; parks staff will work with you on selecting a site
- Memorial benches become the property of the City of Everett once installed
- Should your bench need to be temporarily removed or relocated for any reason, all-reasonable efforts will be made to contact the donor and discuss a new location
- Parks staff will make reasonable efforts to maintain and repair damage to benches
- Memorial benches range in price from \$2,500-\$3,500 depending on location and type of bench. Please make checks out to: City of Everett (cash, VISA and MasterCard are also accepted)



EVERETT  
PARKS & COMMUNITY SERVICES

### MEMORIAL BENCH APPLICATION

#### Memorial Bench Information

Purchaser/Donor Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Secondary Donor Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

#### Park Requested By Donor (see attached list of parks)

Park Location Preference #1 \_\_\_\_\_

Park Location Preference #2 \_\_\_\_\_

Is there a specific area within the requested park you would like your bench? \_\_\_\_\_

Check one of the following: Memorial \_\_\_\_\_ Recognition \_\_\_\_\_ Celebration \_\_\_\_\_

#### Bench Details

Name of person(s) or organization to honor: \_\_\_\_\_

In your words, please tell us a little bit about the person(s) or organization you are honoring:

\_\_\_\_\_  
\_\_\_\_\_

#### Plaque Details

Plaques are 6" x 2 3/4" in bronze and include, "Everett Parks and Community Services" on the last line of the plaque. Using the square below, please suggest desired wording for your plaque. (Parks staff can also provide examples if you are seeking guidance on wording. It is a good idea to remember that some open space within the plaque adds to its visual appeal.)

_____
_____
_____
_____
Everett Parks and Community Services

I have read and understand the terms and conditions of the Memorial Bench and Honor Program

\_\_\_\_\_  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

#common/administration/ memorial bench program/memorial bench program-application