

Old Tappan Memorial Bench Donation Program



Your donation adds to the beauty and enjoyment of our local parks. Celebrate someone special with a customized plaque in their honor.

The Borough of Old Tappan is pleased to offer our Park Bench Donation Program in remembrance of a loved one or to honor someone's special achievement. Your bench will enhance the aesthetic value of our community for all to enjoy while preserving the legacy of a family member or friend. It will also provide an opportunity for our park visitors to better enjoy their experience.

You may request the placement of a bench in either Oakes Park or Stone Point Park and the location within the park. However, the final location of the bench within the park will be determined by the DPW based upon specific conditions and the number of benches already present on the site.

The Mayor & Council reserve the right to approve the content of the message on the plaque, including the right to approve and reject names that are considered illegal, inappropriate, or inconsistent with the mission of the Borough.

The Borough will not be responsible for the replacement of the bench or plaque in the event of loss due to vandalism or natural acts. However, you may choose to replace the same bench and/or same plaque at your expense. The Borough reserves the right to remove the bench if it is damaged or defaced and the right to relocate the bench if necessary for safety, environmental or land management reasons.

Installation will be scheduled at a time and date as determined by the DPW so as not to unnecessarily interfere with routine park maintenance activities.

How To Donate:

1. Complete the "Application for the Donation of a Memorial Park Bench." Be sure to print your information clearly. You can attach an additional sheet of paper, if necessary.
2. The cost of the bench is \$1500. This includes the cost of the bench, installation, and engraving of up to 3 lines (70 characters per line.)
3. Mail or drop off your application and a check (in full) payable to "Borough of Old Tappan" to:

Borough of Old Tappan
Bench Donation Program
227 Old Tappan Road
Old Tappan, NJ 07675

For more information please email to oldtappan@oldtappan.net

Thank you for your support!

APPLICATION FOR THE DONATION OF A MEMORIAL PARK BENCH

I/We, the undersigned, do hereby submit our application for the donation of a park bench on Borough-owned properties:

Please check appropriate application category:

Oakes Park

Stone Point Park

Preferred Location: _____

Proposed Engraving: _____

****Honoree must be a resident or organization of Old Tappan****

Application shall include a description and significance of the proposed commemoration.

The placement of a bench will be in Oakes Park or Stone Point Park. Site preference may be requested, however the site the bench will ultimately be determined by the DPW based upon specific conditions and the number of benches already present on the site.

As the Parks have a specific style of bench in place, it is necessary to require that the donated bench conform to all the current standards.

ACKNOWLEDGEMENT

- I understand that if approved I will be responsible for the total cost of the bench and inscription totaling \$1500 payable to the "Borough of Old Tappan."
- If a special recognition ceremony is requested, the applicant may be charged for the cost.
- The Borough will not be responsible for the replacement of the bench in the event of loss due to vandalism or natural acts. However, the donor may choose to replace the same bench at their expense.
- The Borough reserves the right to remove the bench if it is damaged or de-faced and the right to relocate the bench if necessary for safety, environmental or land management reasons.

Name: _____

Address: _____

Phone: _____ Email _____

Signature

Date

Borough Approval

Rcv'd: Check#: _____ Amnt: _____