

Park Amenity Donation Program – Application

Saanich Parks | 1040 McKenzie Avenue Victoria BC V8P 2L4 | parks@saanich.ca | 250-475-5522 | F 250-475-5525 | www.saanich.ca

Date: _____ **Primary Donor Name:** _____

Address: _____

City: _____ **Postal Code:** _____

Cell: _____ **Telephone:** _____

Email: _____

Alternate Contact Name and Contact Details: _____

Address: _____

City: _____ **Postal Code:** _____

Cell: _____ **Telephone:** _____

Email: _____

Location for Donation Request:

Desired Park: _____

Requested Location in Park: _____

Item being requested:

- Picnic table
- Bench
- Donation renewal
- Other (please detail):
(must be an approved amenity) _____

Draft Plaque Wording:

- Standard plaque size is 8" long and 2 5/8" wide.
- Maximum 4 lines of text
- Wording on the plaque may not be intended to act as a memorial. Saanich will work with donors on final plaque text.



- I understand that after installation, it becomes the property of the District of Saanich Parks Department and is for the use of the general public. I, the donor, will have no obligation or right to maintain or tamper with the donated item or the area immediately surrounding it.
- Donations will be for items approved by Saanich Parks and actual item installed will be based on current stock availability and supply arrangements held by Saanich Parks.
- Pricing based on annual fees and charges approved for Saanich Parks.
- Saanich Parks reserves the right to make the final decision on donation location.
- Saanich Parks will approve and finalize and plaque wording.
- Saanich Parks will maintain the donation and repair damage.
- Saanich Parks has the right to move the item to a different location due to any future unforeseen events.
- I understand that the item will remain for 10 years, at which time I will be offered the opportunity to renew the item for an additional 10 years, at the cost posted in that renewal year.
- I will provide any new contact information (phone, email, address) for myself or any alternate contacts during the donation term, to ensure that I can be contacted in 10 years' time.
- I understand that should I, or any named alternate contact, not respond to communication attempts to renew in 10 years' time, the donated item will be made available to new donors and any plaque acknowledging my donation removed.

I understand and accept these terms related to my parks amenity donation as signed below.

Name:

Date:

Signature:

Submit completed form:

Email: parks@saanich.ca

Fax: 250-475-5525

Mail or In-Person: 1040 McKenzie Ave, Victoria BC V8Z 7L7

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for processing this application. Questions can be directed to the District's Privacy Officer at: 770 Vernon Avenue, Victoria BC, V8X 2W7, t. [250-475-1775](tel:250-475-1775), e. foi@saanich.ca

FOR OFFICE USE ONLY	
Date Ordered: _____	Payment Received: _____
Confirmed Location: _____	Payment Received: _____
Date Installed: _____	
APPLICATION #	