



**Parks and Recreation Services**

2760 Cameron Rd  
Westbank, B.C. V1Z 2T6

Telephone: (250) 469-6160  
Fax: (250) 469-6172  
www.regionaldistrict.com

**Parks & Recreation Donation Gifts Program Agreement  
Terms and Conditions for Bench Donation**

Date:

Donor Name:

Donor Address:

Tel.:

1. The term of this agreement shall be for ten (10) years, commencing on the date of installation.
2. The Parks and Recreation Department will make arrangements for fabrication and installation of the donation gift. The Donor and the Parks and Recreation Department must agree on the donation location. The Donor understands that not all gifts are available at each park.
3. The Donor and the Parks and Recreation Department must agree on the plaque inscription, if requested, which is limited to three lines of text with a maximum of 25 characters on each line. The Parks & Recreation Dept. will make arrangements for fabrication and installation of the plaque. Inscription detail:  
  
Line 1  
  
Line 2  
  
Line 3
4. The Parks and Recreation Department will maintain the donation gift, but may not replace if substantially damaged before the end of the 10 year term. The Parks & Recreation Dept. will endeavor to return the plaque to the Donor if it is salvageable.
5. At the end of the term, the donation may be renewed for an additional ten years at that year's price. If the Donor wishes to renew, or wishes to have the plaque returned, the Donor must give the Parks and Recreation Department six months written notice before the end of the agreement term. If you choose not to renew your contract, the plaque will be removed and the site will be offered to a new donor.
6. The Parks and Recreation Department reserves the right to temporarily remove the donation gift for maintenance or, if necessary, in consultation with the Donor determine a new location.
7. Enclosed is a signed copy of this letter and a cheque made payable to the Regional District of Central Okanagan in the amount of \$1500.00 for the installation of a bench at:

If you wish, please feel free to explain the personal significance of this donation below.

I, \_\_\_\_\_ the Donor, understand and agree to the Terms and Conditions of the Parks and Recreation Department Donation Gifts Program Agreement listed above and acknowledge this as the entire agreement regarding my donation.

\_\_\_\_\_  
Donor's signature Date

\_\_\_\_\_  
Parks & Recreation Department Staff Signature Date