



# City of Coquitlam Park Amenity Donations Application Form

Thank you for considering the donation of an amenity to enhance a Coquitlam park. See the Amenity Donation Catalogue for amenity photos, descriptions and donation amounts.

**Parks Customer Service**  
3000 Guildford Way, Coquitlam BC V3B 7N2  
P: 604-927-6300 E: parks@coquitlam.ca

Date of Application: \_\_\_\_\_

## Donor Information

Name of Donor: \_\_\_\_\_  
*Last Name* *Given Name(s)*

Address: \_\_\_\_\_  
*Apt. No/Street No.* *Street Name*  
\_\_\_\_\_  
*City* *Province* *Postal Code*

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

## Tax Information

Same as Donor  Other

Name of Donor: \_\_\_\_\_  
*Last Name* *Given Name(s)*

Address: \_\_\_\_\_  
*Apt. No/Street No.* *Street Name*  
\_\_\_\_\_  
*City* *Province* *Postal Code*

## Donation Information

Please indicate what you would like to donate. Standard Amenities:

- New Park Bench with plaque \$2,500
- An Existing Bench available for adoption, with plaque \$1,250
- New Picnic Table with plaque \$4,500
- New Tree (Parks approved specimen trees) with plaque \$1,000
- New Adirondack-Style Chair with plaque \$2,500
- New Games Table with plaque \$4,000

If you are interested in a **Legacy Amenity**, which includes foosball and table tennis tables, picnic shelters, playgrounds, adult exercise equipment and sport courts, please contact the Parks Customer Service staff at 604-927-6300 to discuss various options.

## Location and Site for the Donated Amenity

Please refer to the maps on the website for available park sites and indicate first and second choices.

Park Name: \_\_\_\_\_ Site # \_\_\_\_\_ (first choice)

Park Name: \_\_\_\_\_ Site # \_\_\_\_\_ (second choice)

Plaque Message (Approximately 50 characters maximum.)

Dedicated to \_\_\_\_\_

Other: \_\_\_\_\_

### Renewals

If the ten year term of your donation is about to expire, you may wish to renew the donation. The donation amount for renewal provides an additional ten years of maintenance.

Renewal of: Bench  Chair  \$400

Renewal of: Picnic table  Games table  \$600

Current Park location of donated amenity: \_\_\_\_\_

### Replacement

Replacement of a Bench with new plaque \$2,500

If you would prefer to replace your plaque only, an updated cost will be provided - please contact Parks Customer Service at 604-927-6300.

### Process

1. Complete, save and send this application by email to parks@coquitlam.ca or by mail or drop off to: Parks Customer Service – Donation Program, City of Coquitlam, 3000 Guildford Way, Coquitlam, BC, V3B 7N2.
2. Please do not submit payment with this application. Once this application has been reviewed and accepted by City staff, you will receive an invoice with payment information.
3. Parks staff will forward a proof of the plaque for your approval.

I, \_\_\_\_\_, the donor, have read, understand and agree to the Terms and Conditions (on opposite page).

Please Initial: \_\_\_\_\_

## Terms and Conditions

1. The Term of this agreement between the Donor and City of Coquitlam will be for ten (10) years, beginning on the date of installation.
2. New Amenities: The City of Coquitlam will arrange for the purchase and installation of the donated amenity, and the inscription and installation of the plaque. Please allow up to ten (10) weeks for the amenity to be installed.
3. Existing Adoptable Amenities: Selected benches suitable for donation will be available in identified parks. The bench will be cleaned, slats will be replaced as needed, and a new inscribed plaque will be installed.
4. Coquitlam public park amenities are intended to enhance the use and enjoyment of all visitors, therefore:
  - Donors are encouraged to choose plaque wording that is positive and respectful in tone.
  - Donated amenities cannot be embellished with wreaths or other items which may discourage public use and/or interfere with regular maintenance.
5. The donation can be made via cash, cheque, debit or credit card. Once the application has been reviewed and accepted by City staff, an invoice will be sent to the donor with payment information.
6. Each donor will receive an official tax receipt for: a new donation, an adoption of an existing amenity, a donation renewal and replacement of a bench. A tax receipt will not be issued for the replacement of a plaque only.
7. The donated amenity is the property of the City of Coquitlam. The City will maintain the donated amenity for the ten year term. The City may, in its sole discretion, relocate the amenity for reasons such as safety, maintenance or park redevelopment. The City will use reasonable efforts to notify the donor of significant changes.
8. It is the responsibility of the donor of a bench, chair or table to contact the City before the end of the ten-year donation term. Donors have the option to:
  - Renew the donation – the renewal donation amount provides another ten-year period of maintenance and will reflect the current maintenance costs at the time of the renewal.
  - Renew the donation and replace the plaque - the donation amount includes a new plaque (may include the cost of installation for a new slat for a bench or table top for a picnic table) and inscription and another ten-year period of maintenance.
  - Replace the amenity and plaque - the donation amount includes the cost to purchase and install a new plaque and amenity at the market price, with an additional ten-year period of maintenance. The donor has first priority on the original amenity site.
9. If the donor does not contact the City, or chooses not to renew or replace the amenity, the plaque will be removed and the amenity and/or site may become available for a new donation. The plaque will be returned if the donor contacts the City.
10. Tree Donations: The City will choose specimen trees that are most suitable for the site. Trees are planted once a year, generally in the Fall. The plaque will be installed at the base of the tree. A tree donation is for the life of the tree with a ten-year guarantee: if the tree dies within the ten years of the donation, the City will replace it. After ten years, if the tree declines or the site is needed for another use, the City may remove the tree and plaque. The City will use reasonable efforts to notify the donor of significant changes.

## Privacy

I hereby acknowledge that by submitting this form to the City of Coquitlam, I am consenting to the voluntary collection of my personal information in accordance with Section 26(d) of the Freedom of Information and Protection of Privacy Act (the 'Act'). The City acknowledges that the personal information you provide will only be used in accordance with the Act by authorized staff for the purpose of the Donation Policy and Giving Programs. Your personal information will only be disclosed as required by law or with your authorization. If you have any questions about the collection, use or disclosure of your personal information please contact Kathleen Reinheimer, Manager Parks, at 3000 Guildford Way, Coquitlam, BC V3B 7N2 or at [kreinheimer@coquitlam.ca](mailto:kreinheimer@coquitlam.ca)