



## Town of Winthrop Memorial Bench Donation Policy & Application

The Town of Winthrop has established a memorial bench program that allows donors to honor an individual or family, or to simply provide a bench for community use. Donors must agree to the following stipulations:

- Location of all donated benches and the language used on donation plaques are subject to approval by the Town Manager or his/her designee.
- Donated benches are the property of the Town of Winthrop and will be located and maintained as determined by the Town Manager or his/her designee.
- The ten (10) year cost to donate a bench is \$5,000. Bench donations are tax-deductible to the extent allowed by law.
- Bench donation terms are for ten (10) years. After that period, the donated benches will be available for renewal at the cost of a new donation with the right of first refusal given to the existing donor. If the existing donor opts not to renew or cannot be contacted after thirty (30) days, the donated bench and/or plaque may be removed or rededicated at any time.
- The Town of Winthrop retains the right to relocate any bench at any time for any reason. If a bench is to be relocated, the Town will attempt to contact the donor to discuss alternative options. The Town Manager or his/her designee will make the final determination.
- A total of 15 benches are available for donation – 5 located at Norcross Point, 5 located at the Town Beach, and 5 located in the downtown/library area. Location requests will be taken into consideration; however, the Town Manager or his/her designee will make the final determination of placement.
- Benches are available on a first-come, first-served basis. A wait list will be established totaling no more than 10 additional applicants.

For more info, contact (207) 377-7200 x 6013, or email [dnichols@winthropmaine.org](mailto:dnichols@winthropmaine.org).

\_\_\_\_\_ Please initial here when submitting a bench donation application to indicate you have read and agree to the terms of the bench donation policy. **DONATION DURATION IS FOR A PERIOD OF TEN (10) YEARS.**

Note: If you have questions regarding this application, please contact the Executive Assistant at (207) 377-7200 x 6013 or [dnichols@winthropmaine.org](mailto:dnichols@winthropmaine.org).

Please indicate your 3 preferred donation locations:

\_\_\_\_\_

To initiate a donation, benches must be paid for in full.

Name \_\_\_\_\_ Date \_\_\_\_\_

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

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

Inscription – Four lines, maximum 14 characters per line, including spaces:

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\_\_\_\_\_  
\_\_\_\_\_  
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Check to be made payable to Town of Winthrop and returned with application to: Town of Winthrop, 17 Highland Avenue, Winthrop, ME 04364, Attn: Bench Donation Application