

## Memorial Bench Donation Program Guidelines: Downtown Model

Donating a memorial bench to be placed downtown in the City of Grand Ledge is a great way to commemorate a special event, honor an agency or individual, or memorialize loved ones. All benches should be ordered and purchased directly through Polly Products in Mulliken, Michigan, and follow the included guidelines. The City of Grand Ledge will pick up the bench(es), assemble them, and locate them accordingly.

- **Step 1: Contact the City of Grand Ledge**
  - All interested parties should first notify the city of an interest for a bench donation and request a location for the memorial bench(es). Benches can be placed on the sidewalks in the downtown area and/or areas to be determined by city administration. *Please note, bench location preferences will be considered. The City of Grand Ledge reserves the right to determine the donated bench location(s). Priority will be given to benches that need replacing, prior to the addition of a new bench location.*
  - Ameer King, Assistant City Manager: 517-627-2149 or [aking@cityofgrandledge.com](mailto:aking@cityofgrandledge.com)
- **Step 2: Contact Polly Products**
  - All interested parties should order and pay for the bench(es) directly through Polly Products in Mulliken, Michigan, **only after contacting the city.**
  - Polly Products  
12 Charlotte St. Mulliken, MI 48861  
M – F: 9:00 am – 5:00 pm  
517-649-2243  
[www.pollyproducts.com](http://www.pollyproducts.com)
- **Step 3: Use the Downtown Memorial Bench Guidelines**
  - All memorial benches must use the following guidelines, please email [hbehl@cityofgrandledge.com](mailto:hbehl@cityofgrandledge.com) for prior approval:

- **STYLE**
  - Cambridge / Cedar Color / Black Frame / Seatback
- **LENGTH**
  - Benches may be 4 or 6 feet in length.
- **ENGRAVING**
  - Must be in either black color fill or no color added.
  - Two lines of text are permissible on benches.
  - Font will be 1.25" Times New Roman
  - Logos or insignias are **not** permitted on the benches.
  - Engraved benches must include one of the following statements:
    - "Donated by \_\_\_\_\_"
    - "In Memory of \_\_\_\_\_"
    - "In Loving Memory of \_\_\_\_\_"
    - "In Honor of \_\_\_\_\_"
- **COST: Approximate Range \$400 - \$1,000**

*\*Please note: prices are subject to change based on manufacturer rates.*



**We'll do the rest!** The city will pick up the bench(es), assemble them, and install them accordingly. Downtown benches are placed early spring and stored for the winter.

## **Memorial Bench Donation Program Guidelines: Greenspace Model**

Donating a memorial bench to be placed in a beautiful park or greenspace in the City of Grand Ledge is a great way to commemorate a special event, honor an agency or individual, or memorialize loved ones. All benches should be ordered using a **City of Grand Ledge Greenspace Memorial Bench Order Form**. City of Grand Ledge will assemble the bench(es), and locate them accordingly. Donors may request a preferred park or greenspace for the location of the bench, with priority being given to benches that need to be replaced, prior to the addition of new locations.

- **Step 1: Contact the City of Grand Ledge**
  - All interested parties should first notify the city of an interest for a bench donation and request a location for the memorial bench(es). Benches can be placed in city-owned parks and/or greenspaces to be determined by city administration.
  - Ameer King, Assistant City Manager: 517-627-2149 or [aking@cityofgrandledge.com](mailto:aking@cityofgrandledge.com)
- **Greenspace Memorial Bench Guidelines**
  - Complete a **City of Grand Ledge Greenspace Memorial Bench Order Form**
  - All greenspace memorial benches will be purchased by the City of Grand Ledge.
    - Benches are 6 feet in length.
    - **Engraved Bronze Plate**
      - Two lines of text are permissible on benches.
      - Font will be Times New Roman
      - Bronze plate is 2 ½ " x 6 "
      - Logos or insignias are **not** permitted on the benches.
      - Engraved benches must include one of the following statements:
        - "Donated by \_\_\_\_\_"
        - "In Memory of \_\_\_\_\_"
        - "In Loving Memory of \_\_\_\_\_"
        - "In Honor of \_\_\_\_\_"

**We'll do the rest!** The city will order and assemble the bench(es) and install them accordingly.





**City of Grand Ledge Greenspace Memorial Bench Order Form**

Date: \_\_\_\_\_

Donor's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

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

**Bench Location Preference\*:**

- Oak Park                       Jaycee Park                       Island Park
- Riverwalk Trail               Widewalk
- Other (Please provide details): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*Please note, bench location preferences will be considered. The City of Grand Ledge reserves the right to determine the donated bench location(s). Priority will be given to benches that need replacing, prior to the addition of a new bench location.*

**Memorial Plaque Inscription:** (Please select one memorial line)

- Donated by \_\_\_\_\_
- In Memory of \_\_\_\_\_
- In Loving Memory of \_\_\_\_\_
- In Honor of \_\_\_\_\_

**Cost\*:** \$2,000.00 Cash, money order, checks and credit cards are accepted forms of payment. Checks should be made payable to the City of Grand Ledge. Credit cards have a 3% fee.

*\*Please note, cost is subject to change based on manufacturer rates.*

**Mail this form and payment to:** City of Grand Ledge, ATTN: Ameer King  
310 Greenwood St.  
Grand Ledge, MI 48837

*Office Use Only:*

Date Bench Order Placed: \_\_\_\_\_ Staff Initials: \_\_\_\_\_  
 Date Memorial Plaque Ordered: \_\_\_\_\_ Staff Initials: \_\_\_\_\_  
 Date Bench Installed: \_\_\_\_\_ Staff Initials: \_\_\_\_\_  
 Date Certificate Mailed: \_\_\_\_\_ Staff Initials: \_\_\_\_\_