

**MEMORIAL TREE AND BENCH PROGRAM
REQUEST FORM**

How to arrange for a memorial tree or bench:

Review the Memorial Tree and Bench Program options and decide how you would like to participate. Contact the Community Services Department at 705-286-1936 ext 200 to discuss your participation.

1. Select a tree species or bench style that you wish to request and preferred location
2. Complete and submit the following request form to:

Township of Minden Hills
Community Services Department
P.O. Box 359, 7 Milne St
Minden, On K0M 2K0
communityservicesbookings@mindenhills.ca
Fax 705-286-3070

3. The Community Services Department will contact you to arrange a meeting to discuss your choice, selection of a suitable location for the tree or bench, and to schedule a date for a dedication ceremony upon installation (if required). The Township of Minden Hills reserves the right to make the final determination of the locations and spaces available and the species of tree and/or bench style appropriate to the location.
4. The Township of Minden Hills will confirm with the applicant via letter or email the details of the agreed upon donation and location of install.

Required Information:

Name of Official Donor:

Mailing Address:

Telephone Number:

Email:

Please select the amenity you wish to request:

Tree

Bench

Tree Species:

Bench Style:

Qty:

Qty:

Location Information:

Which park or cemetery are you requesting the memorial tree or bench be located in?

Location within the park/cemetery:

Plaque Information - Tree

Donor's Name:

Tree Species:

Location:

Plaque Information - Bench

This bench was installed in **memory/honour** of

Choose an option below:

Memory

Honour

Ceremony Details:

Are you planning to conduct a dedication ceremony?

Yes

No

Requested Date for Ceremony:

Requested Time for Ceremony:

Applicant Information:

Applicant Name:

Applicant Signature:

Date:

Application Approved By:

Date