



City of Charlevoix Adopt-A-Bench and Park Furnishings Gift Policy

The City of Charlevoix welcomes and appreciates the donation of furnishings and other appropriate items to enhance our public parks system. This program provides civic-minded individuals the opportunity to purchase a bench that not only provides for rest and relaxation of park visitors and pedestrians, but also allows for the recognition of someone special in a unique and lasting manner.

In the case of furnishings donations, every effort must be made to match furnishings currently placed throughout our parks. The criterion for furnishings styles was based on park design, function, aesthetics, and maintenance. While a comprehensive list of each park's furnishings needs has not been developed, the City of Charlevoix reserves the right to determine each park's individual furnishings needs on a case-by-case basis. Please also note that any requests for a particular furnishing or placement location is subject to approval and recommendation by City of Charlevoix staff with final approval by Charlevoix City Council.

By following the guidelines provided in this document, the City of Charlevoix hopes to keep its park system beautiful and flourishing for all to enjoy!

General Guidelines

All donations (money or items) become the sole property of the City of Charlevoix. The City of Charlevoix will make all reasonable efforts to properly maintain furnishings. The City of Charlevoix is not obligated to keep items in use for any specified length of time. Upon the City of Charlevoix determining the need to replace a memorial bench, the bench's donor will be granted the right of first refusal should he or she wish to purchase a replacement.

Most of our city parks can accept additional furnishings. A representative of the City of Charlevoix will meet with donors to discuss in which park they wish to locate a furnishing or furnishings, as well as a preferred location within the park. The selected furnishing must be compatible with other elements within the park and the style of furnishing will likely determine eligible placement locations.

Benches (East Park)

For placement requests in East Park, the City of Charlevoix has selected the Gretchen bench offered by Landscape Forms of Kalamazoo, Michigan. Two styles of benches are available for purchase – a backless bench and a backed bench. The cost breakdown of each bench is detailed below:

Backless Bench (\$1,342.50 total)

Includes bench, plaque and engraving and shipping costs.

Backed Bench (\$1,774.50 total)

Includes bench, plaque and engraving and shipping costs.



BACKLESS BENCH



BACKED BENCH

The entire cost for benches, including shipping, must be received at the time of the donation and prior to the bench order being placed. Note that these costs are estimates and are subject to change at any time. Please contact the Charlevoix Downtown Development Authority to confirm current costs.

The City representative will assist donors in choosing a bench that is compatible with the preferred site. Both styles of benches may not be available for all locations.

The donation of a bench will be recognized by the placement of a plaque on the back of the bench indicating the contribution along with a dedication desired from the following selections...



TWO LINE PLAQUE



THREE LINE PLAQUE

- In honor of...
- In appreciation of...
- In (loving) memory of...

The plaques measure 2” x 10” and the inscription is limited to three lines of characters, including the introductory verbiage listed above. All wording submitted for a plaque is subject to approval by the City of Charlevoix. Wording advertising a product or business is prohibited. The preparation and installation of plaques will be coordinated by the City of Charlevoix upon receiving acceptable language from the donor. The plaque will be recess-mounted in the bench so it is visible from the front of the bench.

Delivery time for benches is approximately five weeks following the placement of the order. The City of Charlevoix requests a minimum of two weeks to arrange bench installation.

Other Furnishings

In some cases, furnishings other than benches may be placed in City parks. These furnishings may include but are not limited to picnic tables, umbrella tables, chairs, litter and recycling receptacles, bicycle racks, way finding map kiosks and recreational features. These items are available for donation as well and can be discussed with interested donors on a case-by-case basis.

Monetary Donations Less Than Actual Cost

Monetary donations less than that required for benches or other furnishings will be maintained in an aggregate fund that the City of Charlevoix will use for park improvements. Determination of projects eligible for these monies will be made periodically by Charlevoix City Council.