VILLAGE OF LARCHMONT
BENCH DONATION FORM

DONOR INFORMATION

Name: ___________________________________________________________________________

Address: __________________________________________________________________________

Telephone and email: _______________________________________________________________

Reason for the donation [please include your connection to the Village of Larchmont]:
_________________________________________________________________________________

Language for Commemorative Brass Plaque (approximately 5”w x3”h)
Maximum 3 lines (see line 1 options below in donation rules); 30 characters per line, including
punctuation and spaces. Longer inscriptions will be printed in smaller font to fit plaque dimensions.

Line 1: ___________________________________________________________________________

Line 2: ___________________________________________________________________________

Line 3: ___________________________________________________________________________

BENCH DONATION

1. The donation covers a bench to be installed on Village property either in a Village park or on a
street subject to available locations.

2. You may indicate whether you would like the bench placed in a Village park or a street.
However, the Village will make final determination of bench location based on space
availability.

3. Your donation covers the cost of the bench, shipping, labor for installation, and a
commemorative plaque, if desired.

4. Language is subject to size restrictions of the plaque and text options for line 1 are as follows:
   a. Donated in memory of _____, Donated in honor of _____, or Donated in celebration of _____
      an individual, family, or organization.
   b. Alternative language other than above is subject to Village approval.

5. The donation does not cover the replacement cost of a bench including, but not limited to, if
the bench must be removed due to utility concerns, damage caused by fire or other natural
disasters, or if the bench is destroyed by vandalism or accident. A bench typically has a useful
life of 10 years. At the end of its useful life, the Village has the right to remove the bench.
Should a bench need to be removed for any reason, it will not be replaced by the Village.
6. The Village retains the right to relocate a donated bench and plaque at any time. If a bench needs to be relocated, the Village will attempt to contact the donor to notify the donor of the new location.

7. The Village reserves the right to reject a donation for benches that are not needed at that time.

Please find the current fee for bench donations in the Village of Larchmont’s Fees & Charges Schedule at www.villageoflarchmont.org/feesandcharges.

Please make out your check to Village of Larchmont and send the completed form with check to:

James Cazzorla
Deputy Treasurer, Village of Larchmont
120 Larchmont Avenue
Larchmont, NY 10538
(914) 998-3133

Upon receipt of your check, a letter acknowledging your donation to the Village will be sent to you. Benches will be installed shortly after delivery.

The Village of Larchmont thanks you for your generosity.