

PENINSULA TOWNSHIP PARKS BENCH POLICY

Process

1. Contact specified parks committee representative to review requested site and if applicable, the engraving/message [Parks - Peninsula Township](#)
2. Complete the application and submit it to the Peninsula Township Office Manager officemanager@peninsulatownship.com 7 days prior to the parks committee meeting.
Parks meetings are the 4th Wednesday of the month: [Meeting Schedules - Peninsula Township](#)
Your request will be placed on the committee's agenda.
3. Attend the parks committee meeting to present your request and receive approval
Please note: The appropriateness of the proposed bench location will be an important consideration.
4. Following committee approval, proceed with the Purchase and Installation as outlined below.

Approved Bench Models

Victory Memorial Bench by Kirby Built

or Polly Products 6' Deluxe

[Victory Inlay Memorial Benches KBN-34 -- KirbyBuilt Products](#)

[Economizer 6' Bench - Polly Products](#)

Description

- 6 feet wide
- 3 legs/supports
- 3 backboards
- 4 seat boards

Color Choices

Back and Seat Boards

Polly Products: Sand or Cedar

Kirby Built: Desert Tan or Cedar

Legs (Metal or Composite)

Black

Purchase and Installation

All bench expenses are the responsibility of the donor, including:

- Engraving
- Installation* (includes mounting hardware, you do not order a mounting kit)
- Labor & Materials
- Shipping & Transportation

Order placement and delivery of materials

Donor will prepay for the installation*

Donor will order bench to be shipped to Peninsula Township Parks Committee
13235 Center Road
Traverse City, MI 49686

*Please contact the township park representative for the current cost of installation

MEMORIAL PARK BENCH REQUEST

Name of person(s), family, organization donating the bench:

Designated contact person with contact information:

Name: _____ phone: _____

email: _____

Name of person or organization whom bench is to commemorate:

Park of requested placement; please note if there is a specific location:

Proposed notation/engraving (preliminary, can be changed):

Date of Request: _____

Parks Committee Contact: _____

Date Approved by Parks Committee: _____