City of Kelowna

Park Services
1359 KLO Road
Kelowna, BC V1W 3N8
250 71-PARKS
kelowna.ca

Parks Amenity Donations

Gifts Program Agreement
1840-06

TERMS AND CONDITIONS FOR A PARK DONATION

Date:
Donor Name:
Address:
Telephone:
Email:
Type of Donation (circle one): Bench Picnic Table Tree Other (describe):

1. The term of this agreement shall be for ten (10) years, commencing on the date of installation.

2. Park Services will make arrangements for installation of the donation gift. The Donor and Park Services must agree on the donation location. The Donor understands that not all gifts are available at each park.

3. Park Services must approve the plaque inscription, (not applicable for a tree donation), which is limited to four lines of text with a maximum of 25 characters on each line. Birth/death dates are not permitted. Donors are encouraged to choose a message that is uplifting, inspirational or promotes the enjoyment of the park.
Use the spaces below for the plaque inscription:

4. Park Services will maintain the donation gift for ten years. Park Services will cover the cost of replacement due to damage or theft once during the ten year term. Additional occurrences of theft or damage will be covered at the donor's cost. Park Services will endeavor to return the plaque to the donor if it is salvageable.

5. At the end of the term, the donation may be renewed for an additional 10 years at the current price. It is your responsibility to advise Park Services of changes to your contact information so that we can keep you informed. If you choose not to renew your contract, or we are unable to contact you, the plaque will be removed and the site will be offered to a new donor.

6. Park Services reserves the right to remove or relocate the donation gift for maintenance purposes. Park Services will endeavour to contact the donor at least 30 days prior to any permanent relocation. If staff are unable to contact the donor then removal or relocation will proceed, and any removed plaques will be kept by Park Services for a minimum period of 90 days.

7. Enclosed is a signed copy of this letter and a cheque made payable to the City of Kelowna in the amount of $_____.__ for the installation of a donated park amenity in the area of:_____

Donor's Address:_____

Donor's email:_____ Donor's phone number: _____

I, DONOR NAME, the Donor, understand and agree to the Terms and Conditions of Park Services Donation Gifts Program Agreement listed above and acknowledge this as the entire agreement regarding my donation.

_____

Donor's signature / Address / email / phone number Date

_____

Park Services Staff Signature Date