



# MEMORIAL BENCH DONATION AGREEMENT PAGE 1

Potawatomi Park Inc (DBA: Potawatomi Wildlife Park)

Thank you for your interest in donating a memorial bench to Potawatomi Park Inc. For \$2,000 (the cost of the bench, memorial plaque, installation and small donation to the park), an individual, family or group can donate a bench to remember a loved one, honor a person or organization, or commemorate a special event. (This amount is subject to change as material and labor costs change.) The bench will provide an opportunity for visitors to rest, observe wildlife, and enjoy Potawatomi Park Inc’s beauty.

A donor may request placement of a bench at a particular natural area, but the site and the specific location of the bench on the site will ultimately be determined by the Potawatomi Park Inc park manager and board based on site-specific conditions and the number of benches already present on the site.

A 4ft park bench will be purchased from The Pumpkin Patch Market located in Bourbon Indiana. A memorial plaque will be ordered from Newcomers in Nappanee, Indiana, and placed on the middle back of the bench both will be placed on a concrete pad and attached with a chain to the pad with an anchor.

The order will be placed after this agreement is signed and approved and payment have been received in full.

The bench and plaque will be installed by Potawatomi Park Inc staff within six months after the approval date. The donor will be notified that the bench is ready for public use.

Potawatomi Park Inc. staff reserves the right to approve the content of the message on the plaque, including the right to approve and reject names and messages that are considered to be inappropriate, illegal or inconsistent with our mission and vision. Names of individual members of a group wishing to donate a bench cannot be included on a plaque because of space limitations. Potawatomi Park Inc will not be responsible for the replacement of the bench or plaque in the event of loss due to vandalism or acts of God. However, the donor may choose to replace the bench and/or plaque at the donor’s expense by submitting a new agreement. Potawatomi Park Inc reserves the right to remove the bench if it is damaged or defaced and the right to relocate the bench if necessary for safety, environmental or land management reasons. The donor will be notified of the new location of the bench.

I agree to these conditions.

Name\_\_\_\_\_

Date\_\_\_\_\_

Signature\_\_\_\_\_

Please complete page 2 and bring or mail both documents with your check or cash to “Potawatomi Park Inc,” to: Potawatomi Park Inc 16998 State Road 331 Tippecanoe, IN 46570



# MEMORIAL BENCH DONATION AGREEMENT PAGE 2

Potawatomi Park Inc (DBA: Potawatomi Wildlife Park)

Date: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Contact Address: \_\_\_\_\_  
Contact Email: \_\_\_\_\_

Desired Bench Location:  
Write Notes below and mark on map



### BENCH PLAQUE INFORMATION

Text (up to 24 upper-case characters per line, including spaces between words and punctuation marks)  
Ex: In Memory of John Doe December 2, 1991 - December 2, 2024

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Inscription Approval (to be filled out by Potawatomi Park Inc):**  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Location Approval (to be filled out by Potawatomi Park Inc):**  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment received (to be filled out by Potawatomi Park Inc):**  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Method: Cash: \_\_\_ Check \_\_\_ Notes: \_\_\_\_\_