



## Park Amenity Donation Application Form

Recreation and Parks Department

**Date of Application:** \_\_\_\_\_

### SUBMISSION INSTRUCTIONS

Submit a completed electronic copy of this form via email to [rdnparks@rdn.bc.ca](mailto:rdnparks@rdn.bc.ca), or mail a hard copy to:  
Regional District of Nanaimo – Parks Services 830 W. Island Highway, Parksville, BC V9P 2X4

- Review the [Parks Amenity Donation Program Policy](#) and [application process](#) before submitting this application.
- Do not submit payment with this application.
- Once your application is reviewed and approved, Parks staff will send you an Amenity Donation Agreement, summarizing all agreed details, including amenity location, total cost, and a plaque proof provided by the supplier for your approval.
- After you have signed the Park Amenity Donation Agreement and payment has been received, Parks staff will place the order for the amenity and plaque and schedule installation.

### DONOR INFORMATION

**Name of Donor:** \_\_\_\_\_  
*Last Name* \_\_\_\_\_ *Given Names* \_\_\_\_\_

**Address:** \_\_\_\_\_  
*Apt. No/Street No.* \_\_\_\_\_ *Street Name* \_\_\_\_\_

\_\_\_\_\_ *City* \_\_\_\_\_ *Province* \_\_\_\_\_ *Postal Code* \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### TAX RECEIPT OPTION

**Would you like to receive a charitable tax receipt for your donation?**

**Yes** – If yes, complete the donor information section below      **No** – I do not require a tax receipt

**Name of Donor:** \_\_\_\_\_  
*Last Name* \_\_\_\_\_ *Given Names* \_\_\_\_\_

**Address:** \_\_\_\_\_  
*Apt. No/Street No.* \_\_\_\_\_ *Street Name* \_\_\_\_\_

\_\_\_\_\_ *City* \_\_\_\_\_ *Province* \_\_\_\_\_ *Postal Code* \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## DONATION INFORMATION

### Benches and Picnic Tables:

<input type="checkbox"/> New Bench with plaque	\$ 4,000
<input type="checkbox"/> Existing Bench with plaque	\$ 3,000
<input type="checkbox"/> New Picnic Table with plaque	\$ 4,500
<input type="checkbox"/> Existing Picnic Table with plaque	\$ 3,500
<input type="checkbox"/> Bench renewal after 10-year team	\$ 3,000
<input type="checkbox"/> Picnic table renewal after 10-year term	\$ 3,500
<input type="checkbox"/> Bench and Picnic Table Plaque Replacement	\$ 1,000

Please identify your preferred location for the bench or picnic table:

Location (park) Name: \_\_\_\_\_ (1<sup>st</sup> choice)

Location (park) Name: \_\_\_\_\_ (2<sup>nd</sup> choice)

### Other Amenities:

For legacy amenities, which include, but are not limited to, donations such as playgrounds, trail bridges, outdoor exercise equipment, picnic shelters or kiosks, you will be contacted by the Manager of Parks Services or designate to discuss various options and agreement details.

Other: (Please provide a brief description) \_\_\_\_\_

## PLAQUE WORDING (FOR BENCH AND PICNIC TABLE DONATIONS)

- Standard plaque size is approximately 3" by 7" wide.
- Maximum four (4) lines of text, including name if desired.
- Wording on the plaque must not be intended to act as a memorial, and Parks Services will work with donors on the final plaque text. Final wording will be confirmed when you review the plaque proof included in your final Park Amenity Donation Agreement.
- Proposed plaque wording:

## DONOR DECLARATION

I \_\_\_\_\_ (please print), the main contact donor, confirm that I have reviewed the [Parks Amenity Donation Program Policy](#) and understand the application process.

*Signature*