



# BANFF BENCH PROGRAM

## Application Form

**Please Note:** All applicants for NEW dedications are encouraged to contact the Bench Program Administrator to inquire about availability of bench placement before you begin the application process.

### Basic Information:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Tax Receipt Information: \*If not the same as above

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Bench Location

Please list your top three choices using the [Available Bench Locations Map](#)

Bench Location ID \_\_\_\_\_ (1<sup>st</sup> choice)

Bench Location ID \_\_\_\_\_ (2<sup>nd</sup> choice)

Bench Location ID \_\_\_\_\_ (3<sup>rd</sup> choice)

This personal information on this form is being collected under the authority of the Municipal Government Act Section 3. It will be used for the purpose of administering and carrying out the Banff Bench Program. The information will be used to issue tax receipts and renewal notices. The information may also be used for the purposes of contacting the applicant to provide information about changes to bench locations or damages incurred. It is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the FOIP Coordinator at (403.762.1209), Town of Banff, P.O. Box 1260, Banff AB, T1L 1A1.

<b>Bench Option:</b>	Cascade (Bow River)	Rundle (Parks/Inland Trails)
New Dedication	___ \$4,000	___ \$2,700
2 <sup>nd</sup> Dedication Plaque/Plaque Change	___ \$ 250	___ \$ 250

*(These prices include GST)*

Once your application has been reviewed and accepted, an invoice will be issued. Upon receipt of payment, the plaque will be sent for engraving.

Please note: The dedication term for a bench is 10 years from the date of installation of the bench plaque.

**Plaque Inscription:**

Enter your text in the boxes using a combination of upper and lower case lettering to suit the message. Mark a star next to the line(s) you wish to have larger.  
 You do not have to fill in all the boxes.  
 Usually a minimum amount of text creates a more elegant message.


Please find below an example of an existing plaque. The final draft of your plaque inscription will be returned to you for editing and approval. Once the final approved layout is received, it will take approximately 4-6 weeks for your plaque to be created. You will be notified when your plaque has been installed along with a photo of the bench.



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## Share Your Story

Every year, millions of visitors and residents enjoy Banff's trails and parks and take advantage of the many benches with commemorative plaques that dot the area. Many wonder about the story behind a bench's commemorative plaque and ask us, who are the special people behind the names and what is their connection to Banff? We would like to invite you to share your dedicatee's story on the Banff Bench Program web page.

Dedicatee's Name: \_\_\_\_\_

Tell us something about the dedicatee – their passions, what connected them to Banff, what made this person so special. Maximum 150 words.

Submissions may be edited for clarity. The final draft will be returned for your review and approval and then posted online.

Optional: Email a photo of the dedicatee when submitting your application (.jpg file preferred). If mailing a photograph, please ensure your name and mailing address are written on the back of the photo if you wish to have it returned.

### Permission to Use Story and/or Photo

I authorize the Town of Banff, its assigns and transferees to use and publish the submitted stories and photographs electronically.

I have read and understand the above:

Applicants Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Dedicatee's Name: \_\_\_\_\_

Dedicatee's Signature (if applicable): \_\_\_\_\_

Mail or Email Completed Applications to, or call for program information:

Bench Program Administrator  
Town of Banff Operations  
P.O. Box 1260, 120 Hawk Avenue  
Banff, Alberta  
T1L 1A1  
(403) 762-1240  
[operations@banff.ca](mailto:operations@banff.ca)

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