



## Adopt-A-Bench Donation Form

Please complete this form in its entirety.

### Donor Information

First Name:	Last Name:
Address:	City, State, Zip:
Phone:                      Cell:	Email:

### Bench Information

**Bench Location Requested:** Site visit with Parks and Recreations Director to choose location is highly recommended. Be as specific as possible in describing location. For example, "looking at Appel Way from Court Street, on left of trail entrance".

**Bench Plaque Text Requested:** A 10.5" x 3" plaque will be mounted on the backrest of the bench. Please include exact wording of text: 4 lines, 24 characters per line, including spaces (please use all caps). Example: Have a great day=16 characters.

In Memory of  
Sumner Knight  
May the wind be always  
at your back...

**Special Instructions:**

### Payment and Installation Details

1. Include payment of \$1350 for each bench. Please make checks payable to City of Keene.
2. Payment covers bench (6 foot Hampton Bench / Cedar from Kirby Built, customized plaque, shipping, and bench installation.
3. Mail this form and payment to: Andy Bohannon, Parks, Recreation & Facilities Director, Keene Recreation Center, 312 Washington Street, Keene, NH 03431
4. Once form and payment are received, bench and plaque order will be placed by Parks and Recreation staff. Delivery time is usually 4-5 weeks.
5. Once bench is received, Parks and Recreation staff will install the bench at the location specified. Installation time is usually 1-2 weeks from receipt of bench.

### Questions?

Call (603) 357-9829 or email [abohannon@ci.keene.nh.us](mailto:abohannon@ci.keene.nh.us)