

## VILLAGE OF EPHRAIM BENCH DONATION FORM



- Please provide all information requested.
- Please submit the completed form and payment to the Village Administration office.
- **Email:** office@ephrain.wi.gov
- **Postal address:** PO BOX 138, Ephraim, WI 54211
- Donations that can be used for public purposes are tax-deductible.

- **PLEASE PRINT LEGIBLY- DONOR INFORMATION (Your tax receipt, if applicable, will be issued in this name):**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**PHONE(S)** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

- **PLEASE SELECT FROM THE FOLLOWING – there are limited quantities of each available:**

☐ Bench \$950

☐ Cast Bronze Plaque \$300 (see details below)

- **REQUESTED ENGRAVING OF CAST BRONZE PLAQUE FOR BENCHES AND TABLES:**

**8" w x 2"h: Up to three lines of text (2 lbs.) (20 maximum characters/line) \$230**

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*Language is subject to approval. All uppercase characters. Character heights are determined by the amount of text. A plaque can be added to the upper rail of the bench and the outward-facing frame of the picnic tables*

**TOTAL DUE:**

\$

### **PAYMENT DETAILS:**

☐ Check – Please make payable to the Village of Ephraim. In the memo field, please note the item you wish to donate.

*I/we request that the Village of Ephraim consider this donation. I/we understand that the Village does not accept requests for bench location placement, nor can a location be guaranteed. The Village cannot guarantee a length of service for the bench. The Village is unable to repair the benches. When the Village determines that a bench is no longer fit for service, it will be offered back to those who donated the bench.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please call the Village of Ephraim Administration Office with questions and concerns at 920-854-5501. Send the form and payment to the Village of Ephraim Administration Office at PO BOX 138, Ephraim, WI, 54211

Procedure:

- 1. Please complete and return the donation form to the Village of Ephraim with the amount due.
- 2. The office will confirm that your desired item is available (quantities are limited).
- 3. The office will return your check and form if there are no items available for donation.
- 4. There will be no guarantee of placement.

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**FOR INTERNAL USE ONLY**

Form received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Donation approved: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Plaque ordered if applicable: \_\_\_\_\_

Plaque received if applicable: \_\_\_\_\_

NOTES: