



TOWN OF FALMOUTH
Department of Public Works
Parks Department
416 Gifford Street
Falmouth, MA 02540
508-457-2543

Memorial Bench Policy and Application

In response to active interest from family members and friends seeking to install memorial benches, or other, in Falmouth's many wonderful scenic and spiritual locations, the Town has developed the following Memorial Bench Policy:

LOCATIONS: The Parks Department Superintendent must approve bench locations, and final location may be subject to change depending on installation conditions.

REPLACEMENT: The Town **will not be responsible for replacement of damaged or stolen benches**. The Town reserves the right to remove deteriorated benches that are neglected.

MAINTENANCE: *Flowers, vegetation, crosses, pictures & other are strictly prohibited on or near the bench site.*

SPECIFICATIONS: Benches shall be: *Bench 88PL, Recycled Plastic Park Bench (See Page 2)*



All Benches will be bolted down on an installed steel reinforced concrete pad, minimum thickness 4". Pad will extend 1' beyond the outside edges of bench.

PLAQUE INSCRIPTION: Inscriptions on bench slats shall be kept to a minimum (*up to two names per plaque*).

EXAMPLE: **In memory of Jane Doe or**
In memory of Jane Doe and John Doe

EXAMPLE: **In loving memory of Jane Doe or**
In loving memory of Jane Doe and John Doe

Plaques for plastic slat benches shall be 3"x 8" brass and shall be centered on the top slat on the front or back of the bench. The same wording restriction applies as above. The plaque can be purchased from the same vendor as the bench.



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PURCHASE OF BENCH AND PLAQUE: The specified bench and plaque are purchased from the bench supplier listed below: *(REMINDER: The bench location must be approved by the Parks Superintendent prior to purchasing.)*

*M.E. O'Brien & Sons Company
93 West Street
P.O. Box 650 Medfield, MA 02052-0650
Telephone: 508-359-4200
Website: www.obrienandsons.com*

CONTRACTOR INSTALLATION/RECOMMENDATION:

INSTALLATION: All benches shall be installed by an approved contractor. Any permitting associated with the installation of benches shall be conducted by the contractor. *Any fees associated with permitting shall be paid by the DONOR.*

RECOMMENDATION: The donor may choose a contractor of his/her choice, provided that they are qualified in forming concrete, and are insured to meet the Town's minimum insurance standards.

Please note that there are qualified monument dealers in Town that are familiar with the installation and ordering of our bench style. Also note that there may be other qualified contractors, and this does not imply that the Town of Falmouth is endorsing any one entity.

OTHER MEMORIAL OPTIONS:

Please note that there are other opportunities for memorialization other than benches: Flagpoles, light posts, water bubblers, and bleachers will also be considered at select locations.



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MEMORIAL BENCH APPLICATION

Have you received a copy of the Town of Falmouth's Memorial Bench Policy? Yes No

Your Name: _____
 Address: _____
 City/State/Zip: _____
 Phone No.: _____

Requested Location: _____
(Please be specific)

Please note: Bikeway benches no longer being offered.

Describe Proposed Inscription:

Are you aware of any permits required to site a bench at this location? Yes No
(Please review with the Conservation Commission)

Please allow 30-45 days from receipt of application notice of final review of your application.

DO NOT WRITE BELOW THIS LINE – PARKS DEPARTMENT USE ONLY

Comments: Superintendent of Parks

Permitting Required: Yes No
 If yes, what permits? _____

I have reviewed the location proposed above and approve with comments above.

Superintendent of Parks