

**Bench sponsorships provide funds to help support and enhance the downtown. Dedicating a bench is a thoughtful gift for your beneficiary.**



**Bench and Table Sponsorship Program Policy:  
Please read both pages before signing on last page.**

1. Bench sponsors may create a tribute to a loved one; celebrate a treasured anniversary, birthday or graduation; or just express appreciation for Downtown Cranford.
2. The plaque associated with a bench is symbolic of the sponsorship and does not entitle the donor to ownership of the furniture. Please do not paint, stain or lacquer the benches. All furniture is maintained by staff according to the Township of Cranford's standards.
3. Please do not leave personal items, including vases or flowers, on the bench. This furniture is located on township property and must be available for use by the public. The Township is not responsible for any items left on or around the bench, and will remove all such items.
4. Sponsorships are accepted depending upon location and availability. A commemorative plaque is included in the cost.
5. Installation requires an estimated 3 months, but may take longer due to unpredictable circumstances. We will strive to meet a requested installation date, but it cannot be guaranteed.
6. Complete funding for the sponsorship must be processed before any work commences. Current sponsorship levels are \$2,700. Sponsorship amounts are adjusted periodically and may change without notice.
7. Downtown Cranford guarantees maintenance of the bench by its staff during the period of sponsorship, which will not exceed 10 years.
8. After 10 years, at the Township's discretion, the sponsored furniture will be available for renewal with the first right of refusal given to you, the current sponsor. If the current sponsor chooses not to renew the sponsorship, the furniture may be removed and the site may be rededicated.
9. Downtown Cranford retains the right to relocate a bench at any time. If the furniture needs to be relocated, the Department will attempt to contact the donor to discuss an alternate location. The Department will make the final determination for the furniture's location.
10. A maximum of 60 characters is permitted on the plaque. Spaces and punctuation apply. Due to the size of certain letters, a change in wording may be requested for readability. Text is subject to approval by Downtown Cranford.
11. The recognition plaque is not intended as a memorial marker and may not include birth and death dates or years. Messages should be simple statements recalling the event or person(s) recognized.
12. If the plaque is damaged or vandalized, we will inform you and give you the option to purchase a new plaque.

The Township reserves the right to end the sponsorship and/or remove the designated bench at any time.

# Bench Sponsorship Application

If you have any questions regarding the program, please contact the DMC office at 908.709.7208 or dmc@cranfordnj.org. All applications are reviewed for appropriateness and are subject to approval.

Please type or print legibly.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_

3. **Proposed Text for Plaque:** 4 rows, 15 characters (punctuation and spaces included). Please provide your desired text – written exactly how you would prefer it to read. The plaque manufacturer may suggest changes to improve readability. Corrections or changes may result in added fees or delays in installation. Township of Cranford reserves the right to approve all content. We will provide a proof of the plaque to approve.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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4. **Payment:** Confirmation of sponsorship must be completed prior to payment. Please make your check payable to: "Township of Cranford Business & Economic Development" and return this form and payment to: Downtown Cranford, 8 Springfield Avenue, Cranford, NJ 07016.

5. I have been given and have read, fully understand, and agree to abide by the Downtown Cranford Bench Policy. My signature below on page 2 indicates that I have read this document in its entirety, and I understand that: the Township of Cranford makes all final decisions, including but not limited to availability, locations and bench style. • ADA benches may be substituted upon discretion of the staff. • All language used on recognition plaques is subject to approval, and the plaques shall not include birth and death dates.

All donated benches are the property of Township of Cranford and will be maintained according to Department guidelines. Bench sponsors are not permitted to paint or stain the benches. • At the end of the sponsorship period, the bench will be available for renewal, with the first right of refusal given to the original donor. Every attempt to contact the original donor will be made. Township of Cranford will not be held responsible if the contact information on file is outdated and the original donor cannot be contacted.

Signature of Donor \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

*Your signature indicates that you have read and agreed to both pages of the sponsorship program policies.*

Additional contact information:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_