

Village of Swanton Adopt-a-Bench Order Form

Please provide the following information:

Donor(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail address: _____

Recognition Plaque

Line One: In Memory of In Honor of Sponsored by Donated by

Line Two (up to 20 characters and spaces)

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Line Three (up to 20 characters and spaces)

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Line Four (up to 20 characters and spaces)

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All characters will count as a single digit character such as . “-, or a numeral

Forms can be emailed or mailed directly to:

CodeEnforce@villageofswantonohio.us

Claire Smith

Village of Swanton

219 Chestnut Street

Swanton, Ohio 43558

Each Adopt-a-Bench application must be accompanied by a check for the full amount (\$500.⁰⁰) and payable to the Village of Swanton with a memo: Adopt-a-Bench

1. Upon receiving the signed Adopt-a-Bench application, Village staff will contact the donor to discuss bench location options and will provide donor with a plaque proof.
2. Village staff will contact the donor when the plaque is received to discuss installation timeline.
3. Village staff will email the donor a photograph of the bench after installation.
4. Village staff will provide the donor with a donation recognition letter.

I understand and agree to all of the term and conditions above:

Signed: _____ Date: _____