

Hackettstown Recreation Commission

Commemorative Bench Policy

Dated: October 15, 2018

This policy has been established by the Hackettstown Recreation Commission to provide residences with an opportunity to commemorate a family, friend or individual whom volunteered their time to the Town of Hackettstown Recreation Program.

The Recreation Commission has established the following specifications to ensure appropriate oversight in preserving Riverfront Park.

CRITERIA FOR MEMORIAL BENCHES

Honoree for the Memorial Bench must have been a Town Resident and volunteered at least 10 years of consecutive service to a Hackettstown Recreation Program. Honoree must have been deceased for at least one year prior to admission. Only individuals may be honored with a bench; organizations and/or groups will not be considered.

In order to qualify ALL Honorees must be submitted in writing to the Hackettstown Recreation Commission. The letter shall include Honoree's full name, address, date of service, history and programs served. If approved, the Recreation Commission will notify applicant after being reviewed at a Recreation Commission Meeting.

PURCHASING OF BENCH

The Hackettstown Recreation Department shall order each bench through Kirby Built Products. Applicants will be responsible to reimburse the Recreation Department for total cost including applicable freight charges. Bench will not be ordered until full payment is received.

LOCATION OF BENCHES

Benches will be located at Riverfront Park & Sandbar Area along the existing Trails as designated by the Hackettstown Recreation Commission. Benches will be placed at intervals appropriate to the trails and installed where only one bench at a time can be seen. The Recreation Commission has designated up to 10 bench locations along the Nature Trail. Once these spaces are occupied there will not be any additional areas selected.

INSTALLATION OF BENCHES

The Hackettstown Recreation Department shall be responsible for bench installation. Unless otherwise noted benches will be installed between the months of April and November (weather permitting).

BENCH SPECIFICATIONS

Each bench will be supplied with the following specifications:

- Bench will have high grade composite boards with cast aluminum frame
- Bench boards color will be **Cedar** with Black Framing (see below)
- Plaque Lettering will be inlayed into the composite boards so that there are no projecting edges and/or corners to snag clothing or cause injuries.
- Plaque inlay lettering color will be **Black**
- Bench will be 6' in length
- Bench will be manufactured by Kirby Built Products
Model: Hampton Memorial Bench (#KBN-64)



Kirby Built Product – Hampton Memorial Bench (#KBN-64)

BENCH PLAQUE INSCRIPTION

Standard plaque wording shall be inlayed in composite boards with no more than 3 lines and centered as following:

**In Memory of
John/Jane Doe
Year**

Other wording may be approved on a case by case basis. Such changes must be in writing and approved by the Hackettstown Recreation Commission.

MAINTENACE & REPLACEMENT

The Hackettstown Recreation Commission shall provide normal maintenance of the bench during its useful lifetime which includes general cleaning grounds around the bench.

Due to benches being installed in a public setting the Recreation Commission is not responsible for replacement of damaged and/or stolen benches.

Should a bench need to be replaced it will be up to the applicant to cover any insurance deductibles and/or applicable costs associated with the replacement.

APPROX. PRICING / DELIVERY (As of 10/17/18)

Hampton Memorial Bench (#KBN-64)

6' Bench w/ 3 Boards Engraved \$1,358.85

6' Bench w/ 2 Boards Engraved \$1,219.85

Freight to Hackettstown \$ 93.12

Estimated Delivery Time 4-6 Weeks