

SAN MATEO COUNTY HARBOR DISTRICT

Commemorative Bench/Plaque Program Agreement

This Agreement, entered into on _____ (date) between the San Mateo County Harbor District, ("District") and _____ ("Individual") sets forth the terms and conditions under which the Individual is agreeing to participate in the Commemorative Bench Program of San Mateo County Harbor District.

1. **District's Role.** The District periodically installs and routinely maintains wood, wood-like, granite and concrete benches in the District's marinas for the benefit of the public. The District is willing to allow a plaque to be embedded in a new or existing bench that commemorates an individual's life, achievement, a special occasion or service when a fee is collected to cover the expense of erecting and/or maintaining the bench for the public benefit. Although every effort will be made to honor the Individual's preferred placement of the bench or plaque, the District reserves the right to choose the exact location and materials for the bench consistent with master plan guidelines, existing policies, and District goals with respect to enhancing marinas for marina users. All benches will become property of the District.
2. **Fees.** Fees for new benches with a bronze plaque placed on District properties are set at \$5,000 per bench. The fee for installing a plaque on an existing bench is \$700. This total fee covers the cost of the bench and/or plaque, routine maintenance, repair costs for the duration of the bench, and provides support for enhancing the District's Public Areas. Fees must be made in full before a plaque and/or bench can be ordered and installed.
3. **Duration of Bench.** The duration of a commemorative bench is ten years, the normal life cycle of outdoor bench in a San Francisco park. All bench up-keep, repair, and maintenance will be handled by the District during the ten-year duration. After ten years if the bench and plaque are still in acceptable condition for public use, the Individual will have the opportunity to rededicate the bench/plaque for an additional current market maintenance fee published on the annual fee schedule for an additional five years. It is the Individual's responsibility to maintain current contact information with the District for the purpose of communications regarding an expiring bench and/or plaque.
4. **Bench and Plaque Design.** The design criteria include compatibility with existing park benches as determined by the District, durability and low maintenance. Color of the new bench will typically match existing nearby benches. A standard bronze plaque will be used for commemorative messages and will be placed on the bench itself either on the back or seat of the bench. All plaque design and artwork must be approved by the District. District will order plaque for installation.
5. **Bench and Plaque Installation and Maintenance.** Bench installation and maintenance will be supervised and performed by the District. Benches are usually mounted on a hard surface compatible with surrounding paving to facilitate mowing and reduce erosion. Every effort will be made to place the bench where the Individual has requested it, but the final decision rests with the District. Installation of new benches in new locations require Board approval. Plaque installation and maintenance will be supervised and performed by the district. Plaques are installed using

appropriate hardware or adhesives. Benches/plaques will not be processed and placed until payment is made in full.

Select one

- Bench with Plaque - \$5,000
- Plaque Only - \$700
- 5 Year Rededication - \$500

Bench and/or plaque Location Preference – Please see Pillar [Point Harbor Bench Map](#) for available bench or plaque sites on existing benches.

Desired Bench/Location 1: _____ 2. _____ 3. _____

Read and Accepted: _____ Date: _____
Signature

Please Print

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

Alternate Contact Information Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

8 x 8 Enter desired plaque inscription in box. Vendor will do their best to accommodate requests. All plaques will have a bronze border. Please note, the more characters used the smaller the font of the inscription. Please double check your bench and which size plaque it will accommodate.

Account Name:

Bench #:

8 x 4 Enter desired plaque inscription in box.
Vendor will do their best to accommodate requests. All plaques will have a bronze border. Please note, the more characters used the smaller the font of the inscription. Please double check your bench and which size plaque it will accommodate.

Account Name:

Bench #:

A large, empty rectangular box with a black border, intended for the user to enter the desired plaque inscription. The box is currently blank.



Sample 8 x 8 and 8 x 4 plaques with border.