



75 Main Street Southington CT 06489  
Phone: 860-276-6200 Email: nicholsl@southington.org

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### Memorial Bench Request Form

Memorial Bench Request Forms should be submitted to the Town Managers Office c/o Lara Nichols and mailed to the above address or via email.

Payment is by check or money order payable to the Town of Southington. Payment must be received prior to the Highway Parks Department ordering the bench. Once ordered, benches take approximately 6-8 weeks to be delivered and installation will take place at the discretion of the Highway Parks Department. **The fee for purchasing and installation of a Memorial Bench is \$2,000.00.**

Date of Request: \_\_\_\_\_

Requested by: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Bench in honor of: \_\_\_\_\_

Please submit verbiage for plaque. Standard plaques are 4"x 9" and can hold 4 lines of text.

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Special Requests:

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**Disclaimer:** Memorial Benches are the property of the Town of Southington. In the event that a bench is vandalized or damaged, the Highway Parks Department will make every effort to have the bench repaired (funding permitted). While changes are not anticipated, the Highway Parks Department reserves the right to relocate or decommission a bench at its sole discretion.