

VILLAGE OF EPHRAIM BENCH/ PICNIC TABLE DONATION FORM



- Please provide all information requested.
- Please submit the completed form to the Village Administration office.
- **Email:** office@ephrain.wi.gov
- **Postal address:** PO BOX 138, Ephraim, WI 54211
- *Donations that can be used for public purposes are tax-deductible.*

- **PLEASE PRINT LEGIBLY- DONOR INFORMATION (Your tax receipt, if applicable, will be issued in this name):**

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE(S) _____ **EMAIL:** _____

- **PLEASE SELECT FROM THE FOLLOWING – there are limited quantities of each available:**

- ☐ Picnic Table \$ 1,750
- ☐ ADA Picnic Table \$1,650
- ☐ Bench \$950
- ☐ Cast Bronze Plaque \$210 (see details below)

- *If you are paying special tribute to someone with your donation, please indicate below*

PLEASE SELECT ONE:

- ☐ In honor of
- ☐ Donated by

- **REQUESTED ENGRAVING OF CAST BRONZE PLAQUE FOR BENCHES AND TABLES:**

8" w x 2"h: Up to three lines of text (2 lbs.) (20 maximum characters/line) \$210

Language subject to approval. All uppercase characters. Character heights are determined by the amount of text. A plaque can be added to the upper rail of the bench and the outward-facing frame of the picnic tables

TOTAL DUE:

\$

PAYMENT DETAILS:

- ☐ Check – Please make payable to the Village of Ephraim. In the memo field please note the item you wish to donate.

I/we request the Village of Ephraim consider this donation. I/we understand that a particular location of the bench or table cannot be guaranteed. The Village of Ephraim is unable to repair benches or tables, when we determine that a bench is no longer usable, it will be removed from service.

Signature: _____ **Date:** _____

Please call the Village of Ephraim Administration Office with questions and concerns at 920-854-5501. Send form and payment to the Village of Ephraim Administration Office at PO BOX 138, Ephraim WI, 54211

Procedure:

1. Please complete and return the donation form to the Village of Ephraim.
2. The office will confirm that your desired item is available (quantities are limited).
3. The office will confirm the amount due.
4. The item is not guaranteed until payment is received.
5. There will be no guarantee of placement, however, all items will be placed along the downtown, Ephraim Waterfront.

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FOR INTERNAL USE ONLY

Form received by: _____

Date Received: _____

Donation approved: _____

Date Approved: _____

Plaque ordered if applicable: _____

Plaque received if applicable: _____

NOTES: