Memorial Bench Application

Please fill out this application and include your check, money order, cashier's check or credit card information made payable to the **City of Foster City**. If desired, donations can also be mailed to the address below along with the completed application form.

Name _____

Address _____

City _____ State _____ Zip _____

Home phone _____ Work phone _____

E-mail address _____ Fax # _____

1. Payment Type: ☐ **Check** ☐ **Money Order** ☐ **Cashier's Check** ☐ **Credit Card**

2. Requested Location:

3. Requested Installation Date:

4. Inscription Request: (75 characters or less/including spaces)

_____

_____

_____

_____

5. Other information for donor/group request: (Check as many boxes that apply)

Notified after installation by: ☐ **E-mail** ☐ **Fax** ☐ **Letter**

☐ **Provide a photograph of the plaque/plate**

☐ **Provide a photograph of the bench**

☐ **Provide a map of the park or area showing where the bench is located**

☐ **Receive a Donation Receipt and Certificate**

☐ **Other:**

Please mail with enclosed donation to:

City of Foster City
Parks Division/Memorial Bench Fund
Attn: Jennifer Liu
650 Shell Blvd.
Foster City, CA 94404

Additional Information:

Phone: (650) 286-3390
Fax: (650) 345-1408
E-mail: jliu@fostercity.org