



CITY OF PORTSMOUTH  
MEMORIAL PARK BENCH REQUEST FORM

Thank you for your interest in donating a Memorial Park bench to the City of Portsmouth. All memorial requests and donations of funds must be approved and accepted by the Portsmouth City Council. This form outlines the process for considering requests and the information needed to begin the process. Each request will be considered by the Portsmouth City Council at an upcoming City Council meeting<sup>1</sup>.

For questions related to the status of this request, please contact the City Manager's office by calling (603) 610-7202 or email [jsgriffin@cityofportsmouth.com](mailto:jsgriffin@cityofportsmouth.com).

The cost for each Memorial Park bench is: \$2,376.00.

Please submit this completed form with your check in the amount of \$2,376.00 (payable to: City of Portsmouth), and a transmittal letter to: Portsmouth City Council c/o City Manager's Office 1 Junkins Avenue Portsmouth, NH 03801.

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Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please be sure to complete and enclose the following:**

- A transmittal letter to the Portsmouth City Council referencing this request.
- A check made payable to the City of Portsmouth.

**Please check one of the following:**

- I would like to request that a memorial park bench be installed in the following location: \_\_\_\_\_
- I do not have a preference for the location of the bench I would like the City of Portsmouth to install this park bench in accordance with current improvement and beautification efforts.

I would like to request the following content be included in a plaque that will be affixed to the Memorial bench (Please do not include more than 80 characters with spaces):

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<sup>1</sup> Prior to submitting a Memorial Park Donation request, please take note of the following: the City of Portsmouth will move forward with your request in accordance with the action taken by the City Council. Not all locations requested by residents are feasible given site constraints, future improvement plans or other reasons. Staff members will work with you to identify an alternative suitable location if necessary.