

Procedure for Purchasing Bench

Benches may be placed, subject to location availability, at:

- the top of the boulevard
- the walkway
- in the park

The City will recommend the best location for the bench within the requested park, if space allows. If space is not available, a different location will be offered. The City of DuBois has final approval of verbiage on the bench.

1. Contact the City Secretary, 16 W. Scribner Avenue, DuBois, PA 15801
Telephone: 814-371-2000, ext. 100.
2. Fill out application. You can have up to 4 lines of lettering – maximum 40 characters left to right (if no design). Should additional lettering be desired, it can be added to the back of the bench for an additional charge.
3. Give the City approximately one week to review your application and discuss any problems or concerns they may have with you.
4. Make check payable to City of DuBois in the amount of \$3,500.00 and mark BENCH in the Memo Line. Price Includes: Bench, Delivery & Installation. There is no tax.
5. The City will fax a copy of your application with the requested wording to Korb Monument.
6. Korb Monument will email a copy of a proof to the City of DuBois. The City will forward the proof to the email address you have provided on your Bench Application for your approval.
7. Once we have received your approval, Korb Monument will proceed with adding your bench to their schedule for engraving.

The timeline for placing your bench will depend on Korb Monuments schedule, the weather, and the availability of the contracted concrete provider.

Bench Application

Please complete the application in its entirety

First Name

Last Name

Donor Address

Street Address

City

State

Zip

Donor Phone

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Donor Email

Requested Wording for Bench

Requested Location

_____ DuBois Avenue Park (Top of the Boulevard)

_____ Walkway

_____ City Park