



**Alameda Recreation and Park Department**  
2226 Santa Clara Avenue, Alameda, CA 94501  
(510) 747-7529 • Fax (510) 523-4071  
arpd@alamedaca.gov • www.alamedaca.gov/recreation

## **Memorial Bench and Picnic Table Request Form**

*Memorial Benches and Picnic Tables are a beautiful way to acknowledge and celebrate the life and legacy of a departed loved one. The Alameda Recreation and Park Department is able to assist you with your request.*

**PLEASE RETURN YOUR MEMORIAL BENCH/PICNIC TABLE REQUEST FORM TO:**  
**Alameda Recreation and Park Department, 2226 Santa Clara Ave, Alameda, CA 94501**  
**or email your request to: arpd@alamedaca.gov**

**I AM REQUESTING A MEMORIAL BENCH / PICNIC TABLE FOR:**

**MAIN CONTACT PERSON:** \_\_\_\_\_ **BIRTHDATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**PRIMARY PHONE:** \_\_\_\_\_ **SECONDARY PHONE:** \_\_\_\_\_



☐ **Woodgrain Concrete Bench**  
**\$2,000**



☐ **Basic Ironwood Bench**  
**\$2,150**



☐ **Picnic Table**  
**\$2,250**

**REQUESTED PARK LOCATION:** \_\_\_\_\_  
**(NOTE: There are no more locations available for Memorial Benches at Franklin, McKinley and Shoreline Parks. However, we are accepting Memorial Picnic Table requests at McKinley and Shoreline Parks)**

**SPECIFIC LOCATION REQUEST** (for example, near a certain facility, etc.): \_\_\_\_\_

We will make every effort to accommodate location requests, however, please keep in mind that there are other maintenance and use factors to consider. A Park Division Staff Member will meet with you to determine the exact location prior to final installation.

It can take up to 6 to 8 weeks for ordering, shipping and installing benches/picnic tables. *Please note that concrete benches and tables come with minor imperfections.*

**PLAQUE:** The cost of the bench/picnic table **DOES NOT** include a plaque. ***It is your responsibility to supply the plaque and it must meet the following dimensions: 9 $\frac{7}{8}$ " x 1 $\frac{7}{8}$ " and  $\frac{1}{4}$ " thick.***

Please drop off your plaque to the ARPD Main Office, 2226 Santa Clara Ave, Alameda. The installation process of your Memorial Bench/Picnic Table will begin once we receive your plaque.

**OFFICE USE ONLY: APPROVED:** ☐ YES ☐ NO **SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_