# Commemorative Item Order Form

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone:</th>
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<tbody>
<tr>
<td>Address:</td>
<td>City/State/Zip:</td>
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<td>Email:</td>
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<table>
<thead>
<tr>
<th>Item Description</th>
<th>Price Per Item</th>
<th>Total</th>
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<tbody>
<tr>
<td>No. of 4”x8” bricks @ $150</td>
<td>$150</td>
<td></td>
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<tr>
<td>No. of 4”x8” duplicate bricks for personal use @ $75</td>
<td>$75</td>
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<tr>
<td>No. of 8”x8” bricks @ $200</td>
<td>$200</td>
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<tr>
<td>No. of 8”x8” duplicate bricks for personal use @ $100</td>
<td>$100</td>
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<tr>
<td>No. of Graphics @ $25</td>
<td>$25</td>
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<tr>
<td>No. of waterfront benches @ $3,000</td>
<td>$3,000</td>
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<td>No. of non-waterfront benches @ $2,500</td>
<td>$2,500</td>
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Location of memorial _______________________________________________________

Payment is due at time of order:

Enclosed is my check or credit card payment of $ _____________

Account number: ___________________________ Expiration date: ____________

Cardholder signature: ___________________________ Date: _______________

Return completed form to: cknight@lincolncity.org or mail to the address below.

Attn: Cheryl Knight, Lincoln City Parks & Recreation
2150 NE Oar Place, Lincoln City, OR 97367
Each box below represents a character – Please Print Clearly
14 characters per line, 3 lines maximum (will be centered on brick)
*Characters include letters, numbers, commas, periods, dashes, spaces etc.*

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**8X8 Brick**

Each box below represents a character – Please Print Clearly
14 characters per line, 5 lines maximum (will be centered on brick)
*Characters include letters, numbers, commas, periods, dashes, spaces etc.*

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Message should be a very simple statement recalling the event or person memorialized, and will include no birth or death dates.

![Image of brick]

NEVER GIVE UP
NEVER QUIT
NO MATTER WHAT

LCP&R must approve final wording before the order is submitted.

1-1.5”Graphics $25 each - If using a graphic reduce the text to 10 characters per line.
The following graphics are available:

- 🌲
- 🐾
- 🐦
- 🎈

Duplicate bricks may be ordered for your personal use.
Bricks are gray in color and will placed once a year, date to be announced.
Locations available for brick placement are:
Lincoln City Community Center 2150 NE Oar Place & Regatta Park 2700 NE 14th.
Bronze Plaques

Bronze Plaques 3.5” x 8” for Benches: 4 lines of text total.
Please see the list below for locations of benches.

Please print clearly
Message will be centered on the plaque.

Message should be a very simple statement recalling the event or person memorialized, and will include no birth or death dates. LCP&R must approve final wording before the order is submitted.

Characters include letters, numbers, commas, periods, dashes, spaces etc.

1.

2.

3.

4.

Bronze Plaques are digitally cut and the number of characters per line is flexible, so we do not have a set number to give you. Submit what you would like and we will work with you if changes are needed.

The duration of a bench memorial is 10 years with a 1st opportunity to re-apply for the memorial.

Locations available for benches with bronze plaques:

Sprint Parking Lot (Taft off Awyld)
SW 35th St. Beach Access
Taft Bayfront Park, West end of 51st St.
Tierney SW 34th St.
Canyon Drive
Vic Hill
NW 15th St. Access

NW 18th St. Plaza
NW 21st St. Beach Access
NW 26th St. Beach Access
Holmes Road Park 3400 NE Yacht
Regatta Park, 2700 NE 14th St.
Sandpoint Park, West end of Loop Road
**Process for Review**
Review of memorial items application is by the sole discretion of the Parks & Recreation Director, after review and recommendation by the Parks and Recreation Board (Ordinance 12.16.090). The Parks & Recreation Director, or staff directed by Director, connects with the donor to identify a specific location. LCP&R Maintenance and Recreation staff will then review the site and make a recommendation to the Director. If at any point the application or site is found to be unacceptable, this process starts over.

**Plaques**
Donors are responsible any repair or replacement costs of the plaque. The plaque will be installed by LCP&R. Plaques are bronze and include 3” brass all-thread lugs with brass nuts. Plaques are no larger than 5” x 8”. Message should be very simple statement recalling the event or person memorialized, and will include no birth or death dates. LCP&R must approve final wording before the order is submitted.

**Installation of the Commemorative Item**
The commemorative item will be ordered once payment is received. When the item has been received and installation scheduled, the donor will be informed of the estimated installation date. This can take several weeks after the receipt of the payment. Installation will be coordinated with donor’s schedule whenever possible.