

**REVISED**  
**APPLICATION/ORDER FORM**  
**HOUSTON FIREFIGHTERS' RELIEF AND RETIREMENT FUND**  
**MEMORIAL BENCH**

**Write in the space below exactly as to be shown on bench – Use Block Letters**  
**Information on bench must be dedicated to an HFD Firefighter - No Advertisements**

Bench and inscription costs are based on vendor's quote. Add-on information (i.e.: 2 dates, additional names) to existing bench will be charged at the going rate at the time of inscription.

**BENCH (Top)**

**14 1/2" x 48 1/2"**

**BENCH (Front)**

**4" x 48 1/2"**

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

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

**Received By:** \_\_\_\_\_ **\$** \_\_\_\_\_

*I have read and agree to the guidelines on the back of this form. I have also reviewed all information noted above & that it is accurate as listed.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Guidelines

- Any member of the Fund, or the family of a deceased member, is permitted to inscribe a bench dedicated to an HFD firefighter. All inscriptions require prior authorization from the Memorial Committee.
- There cannot be more than one bench dedicated to an HFD firefighter.
- The member, or deceased member's family, has ***to personally appear*** at the Fund's office with the completed required paperwork (including the inscription) and pay the \$3,500 to secure a bench to be installed at a later date.
- All completed applications will be accepted and held at the Fund office.
- Installation and placement of all benches will be determined by the Fund.
- An applicant is ineligible for an available bench if paperwork and payment are not received upon application.
- If multiple applications are submitted for a deceased firefighter, priority will be given to the immediate family member who completes the paperwork and submits payment, as follows:
  - Spouse
  - Children
  - Parents
  - Siblings
- The complete cost of all the benches, as set by the Fund, will be incurred by the applicant.
- Benches are exclusively Fund property.
- The commitment of \$3,500 covers installation, all inscriptions, and lifetime maintenance of the bench
- Add-on information (i.e.: dates, additional names) after bench installation will be charged at the going rate at the time of inscription.
- Methods of payment include cashier's check, money order or credit card (note: a 3% service fee will be added when paying with credit card). Cash and personal checks will not be accepted.
- Questions regarding the bench process can be sent via email to [benches@hfrrf.org](mailto:benches@hfrrf.org)

*I have read and agree to the above guidelines.*

Signature \_\_\_\_\_