



HOUSTON FIREFIGHTERS' RELIEF AND RETIREMENT FUND

MEMORIAL BENCH APPLICATION

Using **BLOCK LETTERS** in the boxes below, write your bench inscription exactly as you want it to appear. Lettering will be **BLACK**.

TOP OF BENCH 14½" x 48½" (70 letters included*)

FRONT OF BENCH 4" x 48½" (50 letters included*)

*Additional letters, emblems and artwork are available for purchase

Bench application and \$3,500 (cashier's check, money order or credit card*) must be submitted IN PERSON at the Fund office by noon on April 21, 2022

*** 3% service fee will apply for credit card payments**

Name _____

Phone _____ Email _____

Member Family of Deceased Member: Spouse Child Parent Sibling

Signature _____

Received by _____ Date and Time _____

HFRRF Memorial Bench Guidelines

- Any member of the Fund or family of a deceased member may apply for a bench to be dedicated to an HFD firefighter.
- The member, or deceased member's family, has from March 21 until noon on April 21, 2022, to ***personally appear*** at the Fund office with the completed bench application (including inscription information) and \$3,500 payment to apply for a bench.
- There cannot be more than one bench dedicated to the same HFD firefighter.
- If multiple applications for a deceased firefighter are received, priority will be assigned as follows:
 - Spouse
 - Children
 - Parents
 - Siblings
- If the number of available benches equals or exceeds the number of applicants, then all applicants will be granted a bench. Remaining benches will be granted on a first-come first-serve basis to future applicants who provide appropriate payment and paperwork.
- If the number of applicants exceeds the number of available benches, then the Board will determine a process to impartially allocate the available benches. Payments will be refunded to applicants who are not granted a bench.
- Benches are exclusively Fund property.
- Installation and placement of all benches will be determined by the Fund.
- All inscriptions must be approved by the Memorial Committee.
- The complete cost of all the benches, as set by the Fund, will be incurred by the applicant.
- The minimum commitment of \$3,500 covers:
 - Installation and lifetime maintenance of the bench
 - Up to 50 letters on the front of the bench
 - Up to 70 letters on the top of the bench
- Additional letters, emblems and artwork are available for purchase. Charges will be based on rates at the time of inscription. No colors may be added. Current pricing:
 - Additional letters \$2.50 each
 - Cross, Masonic Emblem, or Star 3"-3.5" \$40 each
 - Fire Department or EMS Emblems 3"-3.5" \$100 each 4"-5" \$125 each 5.5"-6.5" \$160 each
 - Designs not representing Fire or EMS \$155 and up
- Methods of payment include cashier's check, money order and credit card (3% service fee will apply when paying with credit card). Cash and personal checks will not be accepted.
- Bench payments are fully refundable until April 21, 2022.
- Questions regarding the bench process can sent to benches@hfrf.org

I have read and agree to the above guidelines

Signature _____