

**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: _____ **S** _____

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, have to personally appear at the Fund's office with the completed required paperwork (including the inscription) and pay the minimum \$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 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/or artwork can be purchased for an additional fee. No colors may be added to the engraving. Current pricing:
 - Additional lettering - \$2.50 each
 - Fire Department or EMS Emblems 3"-3.5" - \$100.00 each
 - Fire Department or EMS Emblems 4"-5" - \$125.00 each
 - Fire Department or EMS Emblems 5.5"-6.5" - \$160.00 each
 - Cross, Masonic Emblem, Star – 3'-3.5" - \$40.00 each
 - Designs not representing Fire or EMS - \$155.00 minimum (scenes additional)
- 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@hfrf.org