



Village of New Bremen Memorial Bench Program

Thank you for choosing to purchase a memorial bench in the Village of New Bremen. These benches are durable, high quality, black powder-coated cast benches that include a zinc etched plaque. Each bench with a plaque costs approximately \$2,100 which includes the tax and freight. Please note that this is for a memorial bench with 2 armrests. The Village of New Bremen will provide a concrete base for the benches at the approved location and will setup and place the bench when it comes in. In order to help simplify the placement and ordering of the memorial bench, the Village of New Bremen has created a guideline for you to follow.

Step 1: The Village of New Bremen has provided multiple locations for benches that are listed in the attachments to this document. Please select one of the locations, sign off on the bottom of the page, and turn it into the village office for approval.

Step 2: Once a spot is chosen and approved, please contact Donna L. Hetzner of Service Supply Ltd., Inc. at (800) 282-1900 or via email at hetzdl@aol.com. Let her know that you would like to purchase a bench for the Village of New Bremen and she will process your order and take payment. We do request that you ship it directly to the Village of New Bremen Public Works Department address which is at 595 Streine Dr. in New Bremen, Ohio 45869. Please note that it typically takes 6-8 weeks for the bench to be shipped.

At the time of ordering, please let her know what you would like to have on the plaque. Here are guidelines for the amount of lettering:

- 56 letters/spaces of upper & lower case letters
- 48 letters/spaces of all upper case letters
- 60 letters/spaces of all lower case letters
- Limited to a maximum of four lines.

Step 3: As soon as the Village of New Bremen receives the bench, we will notify you that it has arrived and will let you know the approximate date of placement.

If you have any questions regarding the Village of New Bremen Memorial Bench Program, please contact the Utility Office at (419) 629-2447 or via email at office@newbremen.com