

GUIDE TO WINDSOR WATERFRONT COMMEMORATIVE BRICK PROGRAM APPLICATION

What is the Windsor Waterfront Commemorative Brick Program?

The Windsor Waterfront Commemorative Brick Program is a joint fundraising venture between The City of Windsor and Windsor Moose Lodge #1499. The program helps create a sense of civic pride and ownership, as well as a feeling of involvement in developing the waterfront. Individuals, friends, relatives, clubs, lodges, legions, companies, churches, associations, schools and organizations have purchased bricks to celebrate and commemorate weddings, birthdays, memoriam, and special occasions. Purchasers receive a Brick Certificate signed by the Mayor of the City of Windsor, along with an official income tax receipt.

How do I apply have a brick through the Windsor Waterfront Commemorative Brick Program?

Simply print out the Application Form and fill it out as follows:

1. **Purchaser's Information:** Name, C/O, and address information will be used to issue a tax deduction receipt and as a mailing address to send the Brick Certificate and receipt. Please **PRINT** clearly to avoid any errors. Be sure to enter the date you filled out the Application, along with your signature.
2. **Payment:** Below the "In Office Use" section, check off whether you are paying by "Cheque" or "Money Order". **\$50.00 Donation Payments** are to be made payable to **Windsor Moose Lodge #1499**, and mailed (along with the Application) to **Windsor Moose Lodge #1499**.
3. **Brick Inscription:** Your name or message will be sandblasted on to a grey, 8" x 8" brick, which will then be placed into one of the walkways along Windsor's waterfront strip. Bricks are allowed 22 alphanumeric characters (all characters available are shown on the Application), entered on 2 lines of 11 characters each (including spaces and punctuation). Due to the determined size of the brick, inscriptions **must be limited** to the number of characters each line allows. Any information on those two lines **will** be printed. A sample is below.
 - a. SAMPLE BRICK:

L.R. WILL U MARRY ME B.

4. **Veterans Section:** A special section at City Hall Square Cenotaph on University Ave. E. is identified for veterans only: Army, Navy, Air Force, and all other service people who served, including those killed in action. Bricks purchased for these persons will be suitably located in the areas designating their branch of service. If the inscription is for a veteran, and you want to include them in this special area, then please indicate what service area best represents their contribution in the Application check boxes.
5. **Interim Receipt:** Once you've completed the Application, please cut off the bottom portion and keep it for your records as an Interim Receipt. Once the Brick Certificate and tax receipt have been processed, you will receive these by mail for tax purposes.
6. **Mail Application and Payment To:** Windsor Moose Lodge #1499, 777 Tecumseh Rd. W., Windsor, ON., N9A 6J5, Canada.

What should I expect?

Applications for bricks can be downloaded and printed from the City of Windsor's website or picked up at Windsor Moose Lodge. Once applications have been submitted with payment, the applications are processed. You will receive in the mail at a later date a Brick Certificate and tax deductible receipt, along with a welcome letter that identifies the area where your brick will be located. **Please note bricks are placed in high-traffic public areas. Donors are responsible for the regular maintenance of the brick, and replacement of any brick due to normal wear and tear shall be at the expense of the purchaser.**

For more information: Contact Windsor Moose Lodge #1499 at 519-253-1834, or call 311, or visit www.citywindsor.ca.

• MAKE YOUR MARK •