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CITY OF
DELAWARE
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# City of Delaware Parks & Recreation Commemorative Program Request Form

Planting a tree or dedicating a bench in a City park or other City-owned land is a wonderful way to honor a loved one or to recognize important occasions such as anniversaries, weddings, births and retirements.

By giving a donation for installation of a tree or bench, you are contributing to the City of Delaware Parks & Natural Resources Commemorative Program Fund.

## Tree Donation

- Park health and user needs take priority in the placement and tree species selection. Other sites may be considered at donor request.
- Tree selection and planting locations are chosen based on species, topography, soil conditions, light exposure, mature plant size and appropriateness for placement in a City park.
- The cost of the tree program is $250. This includes the tree and continued maintenance of the tree (fertilizing, mulching, pruning, etc.).
- Donations for trees may be taken any time of the year; however, they will only be planted during the fall and spring planting season.
- After the tree is planted, the contact person will receive a certificate and map of the planting location of each tree.
- Plaques are not placed with the trees at the park.
- Mingo Park will maintain a commemorative plaque which lists all of the commemorative trees planted within the various parks.
- Commemorative tree installations are guaranteed for two years from the original planting date. Commemorative trees will remain in place for the duration of the tree's lifespan. At the end of this period, the City may, at its own discretion, replace or remove the tree.
- Occasionally, commemorative trees must be removed or moved due to construction or other unforeseen circumstances. The City will consider moving smaller trees, but may not be able to do so in all cases. When contact information is available, the City will contact the donor to discuss options and provide notification. The City does not guarantee that a commemorative tree can be moved or will be replaced.

## Bench Donation

- City staff will maintain a list or map of park sites in need of benches.
- Memorial benches will be of a style and design consistent with the park design. Individual or personalized designs will not be considered.
- Bench placement and bench design selection are done with park and users' needs as a priority. Other sites may be considered at donor request.
- One bronze cast plaque may be placed on each bench. Maximum size of a plaque is 8" x 2". Each plaque will accommodate 3 lines of text with 18 characters maximum per line (including spaces).
- The cost of the bench program is $2,300 per bench including a commemorative plaque, materials and a concrete base. Benches are reinforced steel covered with a powder coating.
- A donation period will last 20 years. Within this time the City will replace the bench in the event of damage at no cost to the donor. After 20 years, the bench will be available for renewal for the cost of a new donation, with the first right of refusal given to the original donor. If the original donor opts not to renew, the donated bench and plaque may be removed or rededicated at any time.
- Benches are installed June-October. Donations for benches must be received by March for next season placement.



Donation Form
Commemorative Program
Name:_____

Address:_____

City/State/Zip:_____

Telephone:_____

Email address:_____

Person or event being honored:

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Where would you like the certificate mailed?

☐ Same address as above

Name:_____

Address:_____

City/State/Zip:_____

Donation Amount Enclosed:

$_____




**Tree Donation**
Donation of $250 covers the purchase and installation of a memorial tree. **Plaque can accommodate 3 lines of text with 20 characters maximum per line (including spaces).** Plaques are not placed with the trees at the park.

Date
/ Tr
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**Bench Donation** OFFICE USE ONLY
Donation of $2,300 covers the purchase and installation of a commemorative bench. One plaque may be placed on each bench. Maximum size of a plaque is 8” x 2”. **Each sign will accommodate 3 lines of text with 18 characters maximum per line (including spaces).**

Staff Taking Order: _____

Please Print Clearly:

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
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