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*Memorial*

# TREE & BENCH

Donation Program

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Give the gift of a lifetime by donating a tree or bench in one of the many beautiful parks throughout the City of Marysville.

Consider donating in memorial of a loved one, in honor of a special achievement or event, to publicly show your appreciation for the contributions of a local business, family, or individual, or even simply to sponsor the beautification of our community!



209 S Main St, Marysville OH 43040  
ph: (937) 645-7350 fx: (937) 645-7352  
publicservice@marysvilleohio.org  
www.marysvilleohio.org



## Bench Donation

• \$1,500

What's included:

- 8' "Ultra Site" recycled bench w/ back
- Black surface-mount frame on concrete
- Customized cast aluminum plaque



## Tree Donation

• \$750

What's included:

- 2" caliper tree and installation
- 1 year watering and maintenance
- No-cost replacement for first 5 years
- Customized cast aluminum plaque



# Memorial Tree and Bench Donation INFORMATION

The City of Marysville's Memorial Tree and Bench Donation program offers groups and individuals the opportunity to publicly memorialize friends or love ones, commemorate important events, or simply donate a beautiful and functional gift for the public good. Your donation will serve as a lasting memory that will be enjoyed and utilized by members of the community of all ages and abilities! Take a look at the examples below and the information on the Memorial Tree and Bench Donation Order form, and let us know if you have any other questions!

## EXAMPLE PHOTOGRAPHS

Bench



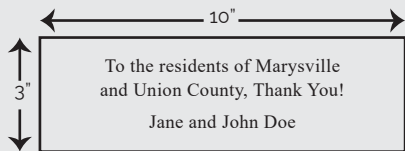
Installed 8" Ultra Site benches will be installed in a manner similar to the photograph above. Exact size of concrete pad may differ depending on site conditions. A 3" tall by 10" wide cast aluminum plaque will be affixed directly to the front side of the bench in a central location of the back rest.

Tree

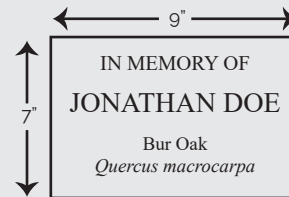


2" caliper ball and burlap trees will be installed in a similar manner to the tree shown above. A 9" wide by 9" tall cast aluminum plaque may be mounted to either a concrete or stone base, or an aluminum stake, depending on site conditions and/or material availability.

## EXAMPLE PLAQUE LAYOUTS



The above diagram is an example of the layout of the plaque that will be installed on the bench. 3 lines of custom text (30 characters each) is permitted. You may indicate your preferred text on the attached order form, or you may provide a separate sheet indicating your custom text.



Tree donation plaques are limited to 2 lines of customizable text. The above example is a traditional way of laying out the plaque, however you may indicate a more customized message on the order form or attached sheet. The 3 and 4th lines on the plaque will be reserved for the tree name.



# Memorial Tree and Bench Donation ORDER FORM

**Form Instructions:**

- 1** Review all details and conditions on this form before proceeding.
- 2** Fill out all contact information under the 'applicant' section.
- 3** Select either 'bench request' or 'tree request' and fill out information.
- 4** Submit your completed form, along with a cash or check payment to "The City of Marysville, 209 N Main St, Marysville, Ohio 43040"
- 5** A representative from the Department of Parks and Recreation will contact you to confirm receipt and information provided.

**Office use only:**

Submitted (date received): \_\_\_\_\_

Payment (amount included): \_\_\_\_\_

Approved (date reviewed): \_\_\_\_\_

Purchase Order (number): \_\_\_\_\_

Installation (date): \_\_\_\_\_

## APPLICANT

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## DONATION TYPE

 BENCH REQUEST (\$1,500) TREE REQUEST (\$750)

Preferred Location (park) \_\_\_\_\_

Preferred Tree Species (Tree Request only) \_\_\_\_\_

Plaque Inscription Line 1  "In Honor of"  "In Memory of"  Other \_\_\_\_\_

Inscription Line 2 (person/organization) \_\_\_\_\_

Inscription Line 3 (Bench Request only) \_\_\_\_\_

Note: Tree donation plaques will have the Latin and common name of the tree inscribed on line 3. See Information page for more.

## TERMS & CONDITIONS

The City of Marysville Parks and Recreation Department is responsible for the installation of your bench or tree. Specific selection and placement of trees or benches are at the sole discretion of the City, but the general location will be determined in collaboration with the donor. All memorial trees and benches become the property of the City of Marysville and are subject to removal or relocation should unforeseen circumstances dictate.

**Lead Time** - There may be an extended lead time in order to acquire suitable materials and install. The planting of some tree species may also be delayed in order to wait for the optimum planting time. The Memorial Program will be budgeted each year to install up to 10 benches and 6 trees per year. Current resources will be allocated on a "first come, first serve" basis. Any additional installations will occur the following year.

**Replacement** - Memorial trees will be replaced by the City at no additional charge to the applicant within 5 year of the original planting date. Memorial benches will be maintained by the City for a maximum of 2 years, at no additional cost to the applicant. After this time period, bench repair or replacement will be at the discretion of the City.

**Inscriptions** - All wording that is used on bench or tree plaque inscriptions must be approved by City staff. Tree plaques will be affixed to a concrete or stone base, and placed at the base of the tree within the mulch ring at ground level. Bench plaques will be affixed to the center of the top most rail.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_