

Lake Bluff Park District

Memorial Donation Form

Contact Information

Please Print

Name: _____

Address: _____

Phone: _____

Email: _____

Cell Phone: _____

Date: _____

Office Use Only

All Forms Submitted	
Paid	
C.C.	
Check	

The Park District understands that many times a group of individuals will be involved in the donation of the feature, we ask that the group assign one person to be the point of contact in working with the Parks Services Manager to ensure that the installation goes smoothly.

I _____ wish to donate:

- | | | <u>Cost</u> |
|--------------------------|------------------------------------------------------|-------------------|
| <input type="checkbox"/> | Memorial Tree (Parks) Approx.. Diameter 2"- 3" | \$1,500.00 |
| <input type="checkbox"/> | Green Memorial Steel Bench (Parks) | \$1,900.00 |
| <input type="checkbox"/> | Memorial Tree (Golf Course) Approx.. Diameter 2"- 3" | \$1,500.00 |
| <input type="checkbox"/> | Memorial Tee Amenity Station (Golf Course) | \$2,000 - \$4,000 |
| <input type="checkbox"/> | Brown Memorial Picnic Table | \$1,500.00 |

Tree List

Ohio Buckeye	Ginkgo (male)
Bitternut Hickory	Oak (Several Varieties available)
Shagbark Hickory	American Linden
Hackberry	Turkish Filbert
American Beech	American Yellowwood
Select Maples will be considered	

This tree list is consistent with the Village of Lake Bluff's guidelines.
 Other trees will be considered on a case by case basis and with the Park Boards approval.

Warranty

- Benches/Picnic Table -** The Park District offers no warranty on installed benches but will make every attempt to repair the bench should it be damaged due to vandalism, theft, or weather/ act of nature.

- Trees -** The Park District will be responsible for a period of one (1) year from the date of installation and will replace the donated tree should it be warranted due to vandalism or weather/ act of nature.

- After -** In the event repair or replacement is needed, the Park District will make attempts to complete repairs/replacement within its' budget structure and if said repairs/replacement are not possible, will make every effort to contact the donor on their wishes concerning the donated feature.

Donations include a Holly Bronze Plaque to be placed with the donated feature:
 (Please keep in mind there is a six (6) - eight (8) week turn around time from when the order is place, until the plaque is completed)

Tree Plaques will be approx. 5" x 6" Golf Tee Amenity Plaques will be sized accordingly.
 Memorial Bench and Picnic Table plaques will be approx. 2" x 10" and placed in the backrest or end of picnic table.
 (All Plaques subject to Executive Director and/or Park Board approval.)

Wording for Plaque: (Please **Print** Clearly)

EXAMPLE:

In Loving Memory of
John Doe
Loved the game of Golf
19** - 20**

Important Information:

At this time the Lake Bluff Park District is unable to place any more Memorial features at Sunrise Park and Beach. We will be happy to work with you to find another suitable location in another park for your feature.

All tree planting will be done in the Fall (September/ October) to ensure viability of the tree and reduce the risk of loss due to weather conditions and shock to the tree during transplant.

Memorial Bench and Golf Amenity stations will be installed in a timely manner, but is dependent on factors including but not limited to, weather conditions, material availability, and staff available to properly perform the installation.

Due to liability risks ONLY Park District staff will install donated memorial features, i.e. trees, benches or amenity stations. (No outside contractors - unless hired by the Park District)

I have read and understand the provided Park District policy's regarding Donated Features, and a payment for the donated amount will be made to the Lake Bluff Park District. (Make checks payable to Lake Bluff Park District.) (BOTH the completed form AND payment must be received to start the ordering process.)

Signature

Date

Requested Park For Feature