

PARK MEMORIAL APPLICATION

CONTACT INFORMATION

Organization: <i>(if applicable)</i>		Email Address:	
Contact Name:		Birthdate: <i>(Software requirement, not shared)</i>	
Day Phone:		Cell or Evening Phone:	
Address:			
City:	State:	Zip:	
Billing Contact: <i>(if different)</i>		Billing Day Phone:	
Billing Address:		Billing Email:	

MEMORIAL TYPE

Please check the memorial item:

Anonymous Donation

- General Donation, Amt: _____ Circle Type: Where Needed Annual Park Care Program Scholarship
- Flower Memorial, Amt: _____ Circle Type: Spring Bulbs Native Wildflowers Monarch Waystation
- Native Tree, \$250 Native Tree in specific park, \$750 Circle Park: Indian Meadows Irv Zeid Stacy Villa Warson
- Engraved Bench, \$2,400 First Location Choice: Indian Meadows Irv Zeid The Pathway Stacy Villa Warson
- Top Rail: 90 characters including spaces and punctuation marks*

Bottom Rail: 90 characters including spaces and punctuation marks

A proof will be emailed to approve, sign and return prior to printing.

HONOREE INFORMATION *(Acknowledgments sent for donations over \$25)*

Name:		Email Address:	
Address:			
City:	State:	Zip:	

MEMORIAL AGREEMENT

As consideration for participation in the Park Memorial Program , and on behalf of myself and any dependent minor, I hereby release, hold harmless, and agree to indemnify the City of Olivette, its employees, volunteers contractors & officers, from and for all damages and liability resulting from any fault or negligence of the City of Olivette, its employees, contractors, volunteers & officers in the Park Memorial Program. In addition, I agree to allow use of my/our photograph for program publicity. I understand that weather and other natural occurrences can impact park memorials. I have read & understand this release and knowingly execute this release. **I have read and understand the Memorial Program Policies & Procedures.**

Signed _____ Print Name _____
 Date _____

PARK MEMORIAL PROGRAM POLICIES & PROCEDURES

1. DONATIONS All Park Memorials and Donations are tax-deductible. Park Memorials may be placed in all City Parks, **space available**. Anonymous donations are welcome too.

2. DONOR RECOGNITION

- A. Written acknowledgment with tax ID number, for all donation levels.
- B. Tribute card sent to honoree designated by donor. *Minimum \$25 donation*
- C. One time donor recognition in City newsletter. *Minimum \$100 donation*
- D. Donation recognized by level on City website for one year. *Minimum \$25 donation*

E. Donor Levels

- i. Bumblebee \$1 - \$99
- ii. Milkweed \$100 - \$249
- iii. Sassafras \$250 - \$499
- iv. Maple \$500 - \$999
- v. Oak \$1,000 - \$1,999
- vi. Monarch \$2,000+

3. GENERAL DONATIONS Donate any amount and designate where used:

- A. Where needed.
- B. Annual park care.
- C. Recreation program scholarship.

4. FLOWER MEMORIAL \$100 minimum A lasting memorial that brightens the parks and provides food and shelter for pollinators.

Your choice of:

- A. Spring Bulbs
- B. Native Wildflowers
- C. Monarch Waystation

Important to Know

- i. Bulbs are planted in the fall, perennials are planted in the spring or fall.
- ii. Flower varieties and locations are determined by the Horticulturist in accordance with the Park Master Plan.

5. TREE MEMORIAL \$250-750 A substantial memorial for future generations. Native tree species are selected for growing habits, biodiversity, and hardiness.

- A. A native tree donation \$250
- B. A native tree in a specific park \$750

Important to Know

- i. Tree locations within parks are determined by the Horticulturist in adherence to the Park Master Plan.
- ii. The number of large tree plantings are limited in some park areas.
- iii. Only native trees recommended for the soil and climate of Olivette will be planted.
- iv. To increase survival, trees will only be planted in the fall, after October 1.
- v. Trees must be paid for and ordered by September 1 to ensure fall planting. Orders placed after September 1 will be planted the following fall (one year later).
- vi. No plaques, signs or tags will identify trees.
- vii. If a donated tree dies within two years, the City will replace the tree at no cost. After two years, the tree will not be replaced.

6. MEMORIAL BENCH \$2,400 This lovely memorial features a solid teak bench placed on concrete footings or pad with engraved top and/or bottom rails.

Important to Know

- a. The number of benches limited at each park, please call to discuss available location options.
- b. The benches are unstained teak and will not be painted or waterproofed.
- c. The bench will naturally weather from a golden color to a silvery grey in one to two years.
- d. An untreated teak bench lifespan is usually a minimum of 30 years, but natural conditions can negatively impact longevity.
- e. When benches are no longer safe for use, they will be removed and not replaced.
- f. Benches have a very long lead time, sometimes up to six months or longer. A delivery time will be established when the order is placed.
- g. Bench installations are determined by weather. You will be kept informed of the installation process.