

## Tree and Park Bench Donation Fund

It is the policy of The Town of Blowing Rock to accept donations for planting trees and installing benches within the Town maintained areas to memorialize or honor a family member or friend, or to commemorate a special occasion. All donations shall be in compliance with the following:

- A. Donations for memorials will be accepted for purchasing, planting, removing, and maintenance of trees, and for purchasing and installing park benches approved by Blowing Rock Parks & Recreation.
- B. Blowing Rock Parks & Recreation will choose species, placement, and timing of the planting of the trees.
- C. Memorial/honorarium benches are permitted to memorialize/honor a family member or friend, or at the discretion of the Blowing Rock Parks & Recreation Director, to commemorate a special event.
- D. Memorial/honorarium bench location will be approved by the Blowing Rock Parks & Recreation Director.
- E. Memorial/honorarium donations for trees that exceed \$2000 will be recognized by your name being displayed at a Town location.
- F. Memorial/honorarium donations for trees that exceed \$100 will receive a certificate recognizing their donation.
- G. Memorial/honorarium donations for park benches will be recognized by a plaque, all of which are the same size, type, and mounting, with plaque language approved by the Blowing Rock Parks & Recreation Director. The donor will receive a certificate recognizing their donation.
- H. Blowing Rock Parks & Recreation staff shall maintain record of each donation. The record shall contain all pertinent information such as the donor's name, person's name that is being memorialized/commemorated, and type of donation(tree/bench).

### Process for Tree Donation:

1. Complete and return application
2. Payment is due
3. Name will be displayed if donation is over \$2000
4. Can take up to 8 weeks for name to be displayed

### Process for Park Bench Donation:

1. Complete and return application
2. Payment is due
3. Park Bench and Plaque is ordered
4. Can take up to 16 weeks (weather permitting) to put out Park bench with plaque once ordered

### Cost:

- A. Tree Donation: All donations are accepted. To receive a name recognition, your donation needs to exceed \$2000 and to receive a certificate, your donation needs to exceed \$100.
- B. Park Bench Donation: \$2000 – This is a new bench and a 3"x 5" bronze plaque on the bench.

# Town of Blowing Rock Memorial Tree and Park Bench Application

Date of Application: \_\_\_\_\_ Type of Memorial: (circle one) TREE BENCH

Donor Name: \_\_\_\_\_

Donor Mailing Address: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Tree Donation:

Names for Display (if applicable): \_\_\_\_\_

Park Bench Donation:

Wordage for 3" x 5" Plaque: \_\_\_\_\_

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

Tree Donation Amount: \_\_\_\_\_ Circle One: Cash Check #: \_\_\_\_\_

Date Name Recognized: \_\_\_\_\_ Date Certificate is Mailed: \_\_\_\_\_

Park Bench Amount: \_\_\_\_\_ Circle One: Cash Check #: \_\_\_\_\_

Date Plaque Ordered: \_\_\_\_\_ Date Certificate is Mailed: \_\_\_\_\_

Location of Bench: \_\_\_\_\_

Date Bench and Plaque are Placed in the Park: \_\_\_\_\_