



We offer donors the opportunity for recognition for themselves or a loved one through the dedication of a bench or tree plaque.

PARK BENCH TRIBUTE

PARK TREE TRIBUTE

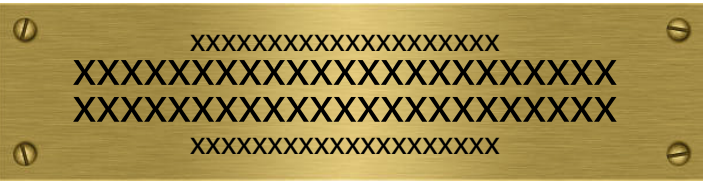
1 Tribute Selection



○ **\$1,500** Tributes at this level are offered a plaque on an existing park bench at the Berwyn Park District and are displayed for no less than 10 years from the time of installation.

○ **Fill in Amount**

(minimum \$1,500 donation) to the Berwyn Park District



○ **\$500** Tributes at this level are offered a plaque on an existing tree at the Berwyn Park District and are displayed for no less than 10 years from the time of installation.

○ **Fill in Amount**

(minimum \$500 donation) to the Berwyn Park District



2 Enter Inscription:

Please enter your desired inscription exactly as you would like it to appear on the plaque, including punctuation and capitalization. If your inscription exceeds the space available or requires adjustment, a staff member will contact you to discuss available options.
Please note: All inscriptions must be appropriate for a public audience. Final wording is subject to review and approval by the Park District prior to installation.

3 Location Request:

While we will try to meet selection requests, they are not guaranteed. Donor acknowledges that the Berwyn Park District may choose the most suitable or available option to ensure longevity, park amenity accessibility, and proper care of the memorial.

Part 4: Purchaser Information

Full Name: _____

Address: _____

City: _____

State: _____

ZIP: _____

Primary Phone: _____

Alternate Phone: _____

Email: _____

Part 5: PAYMENT INFORMATION

Payment Method

- ☐ Cash
- ☐ Check (payable to Berwyn Park District)
- ☐ Credit Card (*payment must be made in-person or over the phone at the Freedom Park Administrative Building*)

Acknowledgement of Payment

Total Amount Due: _____

Amount Enclosed: _____

- ☐ Full Amount Paid upon submission

Part 6: Memorial Program Policies

This policy provides the opportunity for residents to dedicate a park bench or tree plaque within the Berwyn Park District to memorialize an individual.

Additionally, the dedication of benches and plaques helps enhance and beautify Berwyn Park District while helping to meet our vision of developing a premiere park, recreation, and open space system. All park benches will be installed in such a manner that will not substantially change the character of the park or its intended use.

An application is required and is limited to residents of Berwyn only (either donor or honoree). An application can be obtained online at the Park District website. The Park District has the responsibility to review donation applications and the authority to deny those that it determines would be inappropriate and/or that would predictably attract vandalism. Some locations may become unavailable for park benches or tree plaque memorials.

Complete funding for the park bench or tree plaque memorials must be processed before the Park District will order or confirm the location of the memorial. The current donation pricing is listed on the application forms. These amounts will be subject to annual review and adjusted as needed. Once the application with payment for the bench or memorial tree plaque has been received and approved, the Park District will purchase and install the bench or tree memorial plaque, which will be of a style appropriate to its site, as determined by staff and in accordance with the park master plan.

The Park District has a duty to maintain the bench and tree plaque only for the expected life cycle of the items. Park benches and plaques in outdoor settings have a reasonable life span of about 10 years. The cost of routine maintenance is included in the price of the memorial.

The Berwyn Park District reserves the right to relocate or remove the bench or tree memorial plaque if unforeseen circumstances arise due to its location or setting or to accommodate future park developments. The Park District will make the final decision on a new location or useful life. All donated park benches and tree memorial plaques will become Park District property.

All benches will meet the standards of the Park District design, durability, and construction. The Park District will determine annually the availability of bench and tree donations. If bench or plaque removal is required, due to deterioration or severe vandalism, the Park District is not responsible for the replacement of the bench or plaque.

I understand that my donation must be approved by Berwyn Park District which has jurisdiction over the selected site of my donation and my site request must also be approved. The Park District will not be responsible for replacing any damaged or vandalized bench or plaque. The Park District reserves the right to remove all donated items at any time. The Berwyn Park District will provide a full refund of funds submitted to the Donor for Memorial Bench or Tree Plaque should the Park District be unable to fulfill the Donor's request for a Memorial Bench or Tree Plaque.

Donor's Signature _____

Date _____