



Memorial Bench and Tree Application

The City of Goshen Parks and Recreation Department offers a Memorial Program that provides a wonderful addition to parks and trails throughout the city.

Sponsor Information		Date: _____
Name: _____	Address: _____	
City: _____	State: _____	Zip: _____ Phone: _____
E-Mail: _____		
Secondary Contact		Date: _____
Name: _____	Address: _____	
City: _____	State: _____	Zip: _____ Phone: _____
E-Mail: _____		

While contributions may be acknowledged with a plaque, the plaque is symbolic of the donation and does not entitle the donor to ownership of the actual donated items. All donated items become the property of the City of Goshen Parks and Recreation Department (GPRD) and will be maintained according to the City and GPRD's policies, priorities and procedures.

SPONSORSHIP

I would like to purchase a Memorial:



BENCH (\$1800.00) Available for placement at Goshen City parks and trails except the Pumpkinvine Nature Trail and Fidler Pond Park. Sponsors may suggest a location. Location requests will be reviewed and approved by park staff. Alternative locations may be suggested due to landscaping, terrain and space. Benches are installed on a concrete slab. The bench is made of recycled plastic with a metal structure. The GPRD reserves the right to relocate a memorial bench at any time. If relocation is necessary, the GPRD will attempt to contact the sponsor with an updated location. Goshen Parks will provide a one-year warranty on memorial benches. If the bench is damaged or destroyed within one year from the time of installation, the department will replace the bench one time. The warranty does not cover destruction due to acts of God (e.g. fire, lightning, high winds, tornadoes, unstable soil or heavy rains).

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TREE (\$500.00) Available for placement at Goshen City parks and trails except Shanklin Park or the Pumpkinvine Nature Trail. Sponsors may suggest a location. Location requests will be reviewed by the GPRD and final determination and approval of tree species will be made based on landscape design, terrain and space. Tree planting season occurs during the spring and fall months. Date of installation cannot be guaranteed due to weather and staffing. The GPRD reserves the right to relocate a memorial tree at any time. If relocation is necessary, the GPRD will attempt to contact the sponsor with an updated location. You may select a preferred tree species from the approved list of trees at the top of page 3. Goshen Parks will provide a one-year warranty on memorial trees. If the tree dies, is damaged or destroyed within one year from the time it is planted, the department will make every effort to replace it with the same species with a 1 ½ inch caliper tree, one time. The warranty does not cover destruction due to acts of God (e.g. fire, lightning, high winds, tornadoes, unstable soil or heavy rains).

ADOPTIONS

I would like to adopt a Memorial:



BENCH (\$1800.00) Available locations at Goshen City parks and trails. Sponsors may choose an existing bench. Location requests will be reviewed and approved by park staff. Alternative locations may be suggested due to landscape design, terrain and space. The GPRD reserves the right to relocate a memorial bench at any time. If relocation is necessary, the GPRD will attempt to contact the sponsor with an updated location. Goshen Parks will provide a one-year warranty on memorial benches. If the bench is damaged or destroyed within one year from the time it is commemorated, the department will replace the bench, one time. The warranty does not cover destruction due to acts of God (e.g. fire, lightning, high winds, tornadoes, unstable soil or heavy rains).



TREE (\$500.00) Available locations at Goshen City parks and trails. Established full-grown trees or younglings may be adopted. Tree adoption requests will be reviewed by the GPRD and final determination and approval of request will be made based on landscape design, terrain and space. The GPRD reserves the right to relocate a memorial tree at any time. If relocation is necessary, the GPRD will attempt to contact the sponsor with an updated location. Goshen Parks will provide a one-year warranty on memorial trees. If the tree dies within one year from the time it is commemorated, the department will make every effort to replace it with the same species with a 1 ½ inch caliper tree. The warranty does not cover destruction due to acts of God (e.g. fire, lightning, high winds, tornadoes, unstable soil or heavy rains).

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TREES APPROVED BY THE Goshen Parks and Recreation Department

SMALL TREES: American Hornbeam ▪ Eastern Red Cedar ▪ Flowering Crabapple ▪ Japanese Tree Lilac ▪ Flowering Dogwood ▪ Redbud ▪ Serviceberry ▪ Thornless Hawthorn

MEDIUM TREES: Black Tupelo ▪ Goldenrain ▪ Hackberry ▪ Honeylocust ▪ Hophornbeam ▪ River Birch ▪ Shingle Oak ▪ Yellowwood

LARGE TREES: Bald Cypress ▪ Basswood (Little Leaf Linden) ▪ Beech ▪ Bur Oak ▪ Hemlock ▪ Kentucky Coffeetree ▪ Male Ginkgo ▪ Norway Spruce ▪ Red Maple ▪ Sugar Maple ▪ Swamp White Oak ▪ Sweet Gum ▪ Sycamore (London Planetree) ▪ White Fir ▪ White Pine



**Tree species are subject to change*

Plaques for memorials are 5 x 9", white, solid surface material with colored flecks and black lettering. The plaques are installed at ground level. If you plan to include a logo, please add an additional \$20.00 to the total cost and e-mail the logo artwork as an attachment to goshenparks@goshencity.com in either a (jpg) or (pdf) format. After the e-mail is received, the graphics team will review the image to confirm compatibility for engraving.



The commemoration period will be for 5 years from the date of placement. Within this time, the GPRD will replace the plaque, at no cost to the sponsor, one time. The cost of any subsequent replacement plaques will be the responsibility of the sponsor and must be coordinated through the GPRD.

After the initial commemoration period ends, the sponsor is responsible to contact the GRPD to extend the commemoration period for another five years at no cost. The extension allows the department to update contact information in order to ensure interaction with donors over extended periods of time. It remains the sponsors responsibility to cover the replacement cost of the plaque during the second commemoration period for five years. Once the second commemoration period has ended' the sponsor will need to reapply for a new sponsorship.

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REQUESTED LOCATION OF MEMORIAL

PLEASE INCLUDE NAME OF PARK OR TRAIL ALONG WITH DIRECTIONAL INFORMATION AND A LANDMARK IF AVAILABLE

TREE SPECIES SELECTED IF PLANTING A TREE _____

WORDING FOR PLAQUE

- OPTION 1; IN MEMORY OF _____ BELOVED BY FAMILY CHERISHED BY FRIENDS
- OPTION 2; IN LOVING MEMORY OF _____
- OPTION 3; DEDICATED TO THE MEMORY OF _____

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Submit applications to the Goshen Parks & Recreation Department at 524 East Jackson Street, Goshen, IN, 46526, by e-mail to goshenparks@goshencity.com or by fax at 574-349-6672. Once the application has been reviewed, you will be notified. When the application is approved payment will be requested.

By signing this form, I agree to and understand the memorial tree/bench application process, my responsibilities as a sponsor and the fees.

Signature _____ Date _____

GRPD STAFF ONLY: LOCATION SUGGESTED BY GPRD STAFF IF DIFFERENT FROM ABOVE

SPONSOR SIGN AND DATE IF ALTERNATE LOCATION IS ACCEPTABLE:

SIGNATURE: _____ DATE: _____

STAFF ONLY: *Approved* *Denied*

Superintendent _____

Forester _____ *(only required for tree memorial)*

For Office Use Only

Tree/Plaque \$500.00

Bench/Plaque \$1800.00

Logo Fee \$20.00

Total Cost

\$ _____

Amount Paid

\$ _____

Date _____

Emp. Initials _____

Office Staff Only

	<i>Completed</i>	<i>Initials:</i>	<i>Date:</i>
Application:	<input type="checkbox"/>	_____	_____
Approval:	<input type="checkbox"/>	_____	_____
Payment Rec:	<input type="checkbox"/>	_____	_____
Project Completed	<input type="checkbox"/>	_____	_____

The commemoration term will be for a 10-year period and will begin on ___/___/___ and end on ___/___/___.

The tree/bench warranty of 1 years will begin on ___/___/___ and end on ___/___/___