

Port Washington Parks and Recreation Department
Celebration Bench & Tree Program Application

Drop off or Mail Completed Application to:
 Port Washington Parks & Recreation Department 201 N Webster Street Port Washington, WI 53074

Donor Information	
First Name	Last Name
Street Address	City, State Zip
Phone	Email
Name of Person/Event Celebrated	

Celebration Tree	
Tree Species	Installation - Preferred date/time (weekdays 7:30am-3:30pm)
Park Location	(city staff use only) Location w/in Park

Celebration Bench		
Select Bench Type/Park Name <input type="checkbox"/> Neighborhood: _____ <input type="checkbox"/> Harborwalk <input type="checkbox"/> Coal Dock/Fishermans <input type="checkbox"/> Coal Dock Crain Rail	Installation - Preferred date/time (weekdays only 7:30am-3:30pm) Bench Type <input type="checkbox"/> New OR <input type="checkbox"/> Existing	Plaque: Select size that corresponds w/ bench <input type="checkbox"/> 3"x7" or <input type="checkbox"/> 5"x8" See worksheet below for inscription
Location Description w/in park		

Total Cost (due to City upon approval application)	
TOTAL COST	
Donor Signature	Date:
City Staff Signature	Date:

The Port Washington Parks & Recreation Department realizes that no physical structure is eternal and that this gesture of a bench or tree has a limited life. The Port Washington Parks & Recreation Department will maintain, honor and recognize the life expectancy for a normal, urban tree based on species and conditions. At anytime the City may opt to remove any tree or bench donation, and not replace, if said gift is unsound, dangerous or unusable. Ordering and shipping of tree or bench and plaque can take up to 12 weeks

Plaque Inscription Worksheet

3x7 Plaque Inscription: 3-4 Lines, 24 characters per line.
 5x8 Plaque Inscription: 4-5 Lines, 25 characters per line.

Office Use Only: Received by _____	Date _____	Payment ID _____
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Port Washington Parks and Recreation Department
Celebration Bench & Tree Program Policy

It is the policy of the Port Washington Parks & Recreation Department to accept donations for the purpose of planting trees and installing benches within City Parks to offer the opportunity to honor someone special, to remember a loved one, or to recognize a special event or achievement. We are grateful you are considering a donation to the Port Washington Parks & Recreation Department. If you choose to pursue this gesture, we will make every effort to accommodate your wishes as they align with this policy.

Donation Purpose: Donations will be accepted only for the purpose of:

- a.) purchasing and planting of trees approved by the City.
- b.) purchasing and installing benches approved by the City.

Recognition: Benches will be recognized by use of a non-corrosive cast bronze plaque of specific design which is included in donation cost. Standardized plaques shall be used to promote consistency in cost, size, type, and mounting, with plaque language approved by the Recreation Director. No additional marker, decorations or signage is allowed on benches. Trees are not individually recognized therefore there will be no designation on or around the tree itself.

Bench/Tree Selection and Location: With approval and guidance of City staff, donors choose from a predetermined list of acceptable bench types / tree species and their installation location. Tree sizes will conform to the city standard for new tree plantings which are: Deciduous Trees Caliper = 1.5"-3", Conifer trees = 6' tall. A plastic tree guard is provided for young trees and is included in donation cost. Port Washington Parks & Recreation Department may add or subtract bench or tree selections, as it deems necessary.

Ordering and Installation: City staff will contact donor with confirmation of receipt of completed application and donation which are both required before bench or tree is ordered. After bench or tree order has been delivered to the city, the installation will be coordinated and scheduled by the city staff with the donor. Bench and trees are to be installed during normal business hours (7:30 am – 3:30 pm, M - F). A ceremony or gathering at the time of installation is permitted but must be arranged in advance with City of Port Washington staff.

Costs: All costs related to a Celebration Bench or Tree shall be at the expense of the donor. These costs include: cost of bench or tree, shipping & labor, installation materials and repair or replacement if necessary.

Maintenance: City staff shall maintain a record of each donation. The record shall contain all pertinent information such as the donor's name, plaque inscription, and tree/bench type and location. Special maintenance requests for specific benches or trees will not be granted except in cases of safety concerns or damage. If a donated bench or tree is vandalized or damaged by an act of God, the Parks and Recreation Department will make every effort to repair the bench or tree within the limits of its available funding. If the bench or tree cannot be repaired or replaced, and if it is a hazard or is unsightly, the Parks and Recreation Department may remove the bench or tree. Any plaque, tree or bench which is installed without the approval of the City may be removed at the expense of the party who installed it. The City reserves the right to relocate the bench or tree for safety, environmental, or land management reasons. In the event that this occurs, the donor will be notified of the new location.

Ownership: The City holds ultimate ownership over all donated benches and trees and it is prohibited for applicants to decorate, personalize, or add adornment to any bench or tree.