



BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

The Berlin Parks Commission Commemorative Program is designed to provide individuals, families or organizations with an opportunity to honor the memory of loved ones or to memorialize a significant event through the dedication of park amenities or living tributes. While this agreement provides the minimum program information, it is the intent of the Parks Commission to allow reasonable flexibility and personalization of any commemorations under this program. The Mayor and Council of the Town of Berlin have final authority over this program and any items placed in Town parks.

In addition to a lasting acknowledgement, amenities - such as benches or picnic tables - provide enjoyment to park visitors and living tributes - such as trees - provide shade, clean the air, provide wildlife habitat, and beautify the park for generations to come.

The information that follows is intended to indicate minimum standards and requirements. Donors with requests outside the program outlined below are welcome and encouraged to discuss their desires with the Berlin Parks Commission. Full consideration will be given to ideas "outside the box".

PARKS AMENITIES –

Price: Prices indicated below are intended for information purposes only and represent the minimum donation. The final cost will be based on the actual cost of item (including any applicable shipping, installation or other charges) plus a \$200 maintenance fee. Because of varying designs, sizes and materials, actual cost to donor at the time of purchase will be determined and agreed upon prior to ordering. Items must be purchased through the Town of Berlin from a vendor acceptable to the Town and the item(s) must meet minimum standards as determined by the Town. Plaque or engraving is separate and is not included in item cost.

Benches:

Recycled Materials, 6-foot: (minimum) \$1,000

Recycled Materials, Small Childs Bench, 4-foot: (minimum) \$800

Picnic Tables:

Recycled Materials, 6-foot: (minimum) \$1,500

Recycled Materials, 4-foot Childs Table, 4-foot: (minimum) \$1,200

Game Tables: TBD

Bike Rack or Bike Repair Station: (minimum) \$900

Other, not listed above: _____

For items not listed above, complete specifications must be attached to this application when submitted. Approval of such items is at the sole discretion of the Berlin Parks Commission and final approval will be granted in consultation with the Town of Berlin Public Works or other Department. See "CONDITIONS" for additional information.



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LIVING TRIBUTES – Only native species will be permitted.

TREES.

New Planting: Minimum tree size is 6-foot. Price: Cost of tree plus \$150 care fee. Donor may purchase the tree through the Town of Berlin or directly from a source of their choosing.

Tree Species Suggested:

Flowering: Crab Apple, Dogwood, Eastern Redbud, Fringe Tree, Serviceberry

Shade: American White Ash, American White Elm, American Beech, Hackberry, Honey Locust, Pin Oak, Red Maple, Red Oak, River Birch, Shagbark Hickory, Sugar Maple, White Oak, Willow Oak

Evergreen: American Holly, Loblolly Pine, Red Cedar, White Pine

Other native species not listed above will be considered, subject to approval by the Berlin Parks Commission.

Transplanted Tree: \$150 care fee.

You may choose to transplant a living tree from another location to one of Berlin's Parks.

Transplant must be coordinated with the Town of Berlin, and the Berlin Parks Commission has final approval of species and size of tree. You will be responsible for all monetary and other considerations in securing all necessary permissions and making all arrangements for the uprooting and transportation of the tree from its existing location, then for all digging and transplant of the tree in a location as approved by the Town of Berlin.

FLOWERS. \$150.00 one-time donation will be used for the purchase and planting of flowers during the following Clean-Up Day which is held annually on a Saturday during Take Pride in Berlin Week (typically on or about Earth Day, April 22nd).

MONETARY DONATION. A monetary donation in the amount of your choosing will help provide overall maintenance for Town of Berlin Parks.

ACKNOWLEDGEMENT OF COMMEMORATION

1. **Plaques OR engravings: Plaques or engravings will be purchased by the Town of Berlin.**
 - a. Size of and number of characters included on engraved area or plaque may vary, but will feature consistency in look, cost, type and mounting.
 - b. Text will be submitted to the Town of Berlin for approval.
 - c. Proof will be submitted to donor for final approval.
 - d. Donor will be responsible for payment to the Town of Berlin for the cost of the plaque or engraving, to include any surcharges, shipping, etc. plus installation as applicable (installation of a simple plaque will be done by Town of Berlin personnel for a minimum of \$10)
2. Parks Amenities
 - a. Amenities will be engraved or have affixed an engraved plaque.
3. Living Tributes:
 - a. Trees.
 - i. A plaque will be placed at or near the base of the tree.
 - b. Flowers or monetary donations:
 - i. In each park a Board will be erected upon which acknowledgement plaques will be affixed on an annual basis acknowledging flower or monetary donations.



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CONDITIONS:

Donor/Signer understands and agrees to the following in addition to any specific conditions indicated above:

1. Payment is due prior to placement/purchase of any items included in this program.
2. Initial purchase and placement of commemorative item must be done through and/or coordinated with the Town of Berlin Parks Commission.
 - a. Future relocation of any commemorative item shall be at the discretion of the Town of Berlin. Every effort will be made to contact the donor to inform them of the relocation.
 - i. Commemorative plaques or engravings shall be relocated with the item being moved.
3. No guarantee of maintenance for the commemorative item is implied; items will receive the same standard of care and maintenance as similar items placed within the parks through other programs including routine purchases.
 - a. Parks Amenities: Items that are vandalized or damaged/worn through ordinary use, to the point of no longer being considered safe or aesthetically pleasing, may be removed or repaired at the discretion of the Town of Berlin.
 - b. Living Tributes: Trees or flowers that are damaged, dead or diseased may be removed at the discretion of the Town of Berlin or receive appropriate physical or chemical treatment.
4. Should the commemorative item be permanently removed for any reason within five (5) years of placement, the Town of Berlin shall make a reasonable effort to contact the donor to inform him/her of such and provide an opportunity to replace the item at cost. It is the responsibility of the donor to inform the Town of any changes in contact information.
5. Placement of amenities and planting of trees/flowers will be done at an appropriate time of year – typically in the spring or fall. The donor may make arrangements with the Town to be present at placement/planting during regular business hours.
6. The placement of memorabilia – such as flags, wreaths, plastic flower or other adornments is not permitted without prior express authorization, and the donor/signer acknowledges that the Town of Berlin shall remove such items at any time and without notice.
7. No statements contained herein, nor made by any person or agent of the Berlin Parks Commission nor the Town of Berlin are to be construed as tax advice or information. Donors should seek professional advice prior to attempting to claim any tax advantage based on this donation.



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SIGNATURES

I, the undersigned, acknowledge my understanding of the conditions expressed above and agree to adhere to same.

Signature: _____

Date: _____

Printed Name: _____

Contact information:

Address: _____

City, State Zip: _____

Phone: _____ Email: _____

DETAILED DONATION INFORMATION:

Vendor/Supplier quote to be attached.

Vendor: _____

Item Description: _____

Item Purchase Price to include delivery and installation as applicable:	\$ _____
Maintenance/Care Fee: \$200/amenity; \$150/living tribute	\$ _____
Plaque/Engraving Charge:	\$ _____
Installation of Plaque/Engraving: TBD or \$10	\$ _____
Other: (please describe) _____ _____	\$ _____
Total to be paid:	\$ _____

I, the undersigned, agree to pay the amount indicated above. I further acknowledge that the Town of Berlin will not proceed with any further arrangements for the completion of my request until the agreed upon payment has been made in full.

Signature: _____

Date: _____

Payment:	Date: _____	Clerk: _____
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Plaque/Engraving to read: Character count/spacing will be dependent on several factors. Final wording/proof to be presented to and approved by donor prior to order.

Date of Installation: _____

PARK: _____

Location: _____

Attach photo following installation.



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AMENITY EXAMPLES:

