



CITY OF BURBANK

Parks & Recreation Department's (P&R)

COMMEMORATIVE TREE & BENCH PROGRAM

The Commemorative Tree & Bench Program provides an opportunity for individuals to honor the memory of a loved one. Your tax-deductible donation will underwrite the cost of the bench or tree and its installation. A recognition plaque will be installed on each donated bench. Plaques are not installed for trees, instead, a keepsake certificate for the planting of the commemorative tree will be provided to the donor.

Please return the completed form to the Parks & Recreation Department, 150 N. Third St., 3rd Floor, Burbank, CA 91502 or fill out and submit online [here](#). For any questions, please contact 818.238.5300.

CONTACT INFORMATION

Name		Email Address	
Address		City, State, ZIP	
Home Phone		Alternate Phone	

P&R has predetermined locations, quantities, tree species, and a specific bench that will be available for placement as part of the program. Upon request, P&R staff will meet with the requestor to identify park, specific location in the park, and the plaque wording for the bench.

DONATION LEVEL

- DEBELL GOLF COURSE BENCH | \$2,000**
- TREE (15 g) | \$250 (planted between October-June)**
- PARK BENCH | \$3,500**



Debell Golf Course Bench

(Plaque Included)

*or similar bench



Park Bench

(Plaque Included)

*or similar bench



Park Tree

(Certificate Included)

*or similar tree

Prices subject to change based on materials and labor cost. The cost of the bench includes plaque, installation, and maintenance for 10 years. Plaques are only guaranteed for the life of the existing bench. ****Full payment must be received before you can reserve a bench or tree. Payment can be made by check or money order. Please make checks payable to the "City of Burbank."**

PLAQUE INSCRIPTION FOR BENCH

The standard size of the recognition plaque will be 3"x 6". The standard text on the plaque may read:

In Honor Of In Memory Of

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Please note there is a 30-character limit, and we cannot display graphics or logos on plaques. P&R, in its sole discretion, reserves the right to reject any proposed inscription containing language that is obscene, lewd, defamatory, infringes on the proprietary rights of any third party, or is otherwise inappropriate.

BENCH OR TREE LOCATION PREFERENCE

Staff will do their best to accommodate requested location. However, staff may recommend an alternate placement based on park needs and availability.

Locations for the placement of trees and benches have been predetermined by P&R staff. Program documents will be maintained in the P&R Administration Office that contains a map of each park site and indicated potential sites for the location of commemorative trees and benches. Each previously sponsored tree and bench will also be highlighted on the map and in an associated database.

Please indicate desired locations, in order of preference (1, 2, 3), this section must be completed.

__ Abraham Lincoln Park	__ George Izay Park	__ Ralph Foy Park		Other:
__ Brace Canyon Park	__ Johnny Carson Park	__ Robert E. Gross Park	__ Valley Park	
__ Chandler Bikeway	__ McCambridge Park	__ Robert E. Lundigan Park	__ Verdugo Park	
__ DeBell Golf Course	__ Mountain View Park	__ Robert R. Ovrom Park	__ Whitnall Highway Park North	Approved Location <i>(P&R staff only:)</i>
__ Earthwalk Park	__ Larry L. Maxam Park	__ Santa Anita Playlot	__ Whitnall Highway Park South	

OUR COMMITMENT

The Parks and Recreation Department will have the bench installed within 100 days of receipt of the donation. * The bench will be guaranteed for 10 years after the date of installation. If a tree or bench is damaged within the 10-year period, it will be replaced. Tree plantings are guaranteed and will be replaced if damaged. The maintenance of the benches will be the responsibility of the P&R Department. Maintenance (Graffiti removal, sanding/staining, and periodic cleaning) will be provided by the P&R Department for the life of the bench (at Department’s discretion).

There is a ten-year (10) guarantee of bench maintenance and plaque replacement. The bench will be kept in place as long as it is serviceable beyond the 10-year period. When a bench is no longer serviceable, applicants will be advised and given the opportunity to purchase a new bench under the terms and conditions in effect.

*Installation date may vary based on manufacturer delivery.

SIGNATURE	DATE
FOR OFFICE USE ONLY	

APPROVALS			Initials
Application Received	Date:	Staff:	
Check / Credit Card Received:	Date:	Amount: Check #:	
Approvals	Date:	Staff:	
	Date:	Director:	
Tentative Installation	Date:	Location to be Installed:	
Letter Sent to Applicant	Date:	Staff:	
Installed/ Completed	Date:	Location	