

Donor Name: _____

Organization / Company (if applicable): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

Select Type of Donation

☐ Tree Donation - \$1,500 (Select type of tree)

☐ Sugar Maple ☐ American Hornbeam ☐ Swamp White Oak

☐ Bench Donation - \$3,000

Park Location

First Choice: _____ Second Choice: _____

Third Choice: _____

*The exact placement is at the discretion of Portage Parks & Recreation.

I understand that the items donated will be purchased by the City of Portage Parks & Recreation Department and will become park property. The city will order and install the donated item in the approved location. The city will perform general maintenance and upkeep for the life of the donated item. Tree, benches, and plaques will be maintained by the city for their lifetime. Trees will be replaced if damaged or die within the first three years of planting. Benches will be replaced within the first fifteen years after installation. The city accepts no liability for damage to any donated item from vandals or third parties. No decorations are permissible on or around the donated item. The city reserves the right to remove any donated items that have been damaged, and are in the view of the City of Portage Parks & Recreation Department, beyond repair.

Signature: _____ Date: _____

MAIL THIS FORM TO:

City of Portage Parks & Recreation, 320 Library Lane, Portage MI 49002

For more information, call (269) 329-4522 or email mypark@portage.mi.gov.

Recognition

Each park will maintain a commemorative sign that lists all the commemorative trees planted within that park. The commemorative sign will be located on a restroom/pavilion building or other common and other easily accessible area of a park.

Acknowledgement Card: ☐ Yes ☐ No

Send to: _____

Name, Address, City, State, Zip