



Ripon Parks and Recreation Department  
 388 Murray Park Drive, Ripon, WI 54971  
 (920) 952-1589  
 azeien@cityofripon.com

## Bench/Tree Donation Form

Contact Information	
Contact Person _____	Date of Application _____
Complete Mailing Address _____	
Phone _____	Email _____
Signature _____	

Donation Information (Check all that apply)	
<b>Preferred Park for Planting/Installation:</b> <input type="checkbox"/> Barlow Park <input type="checkbox"/> Murray Park <input type="checkbox"/> Selfridge Park <input type="checkbox"/> Ceresco Park <input type="checkbox"/> Horner Park	<b>Proposed Location:</b> _____ _____ _____
<input type="checkbox"/> \$1,500 Bench <input type="checkbox"/> \$200 Tree – Type (See Below): _____	
<p>Price for bench includes bench, engraving and installation. Tree price includes tree and installation.</p>	

Memorial Bench Inscription (if applicable) (Inscription: 4 Lines with 35 characters per line max, including punctuation)	
Line 1	
Line 2	
Line 3	
Line 4	

Tree Types and Examples

Larger Trees

Linden Tree    Kentucky Coffee Tree    Swamp White Oak

Smaller Trees

Cardinal Royal Mountain Ash    Nannyberry Tree

Other: \_\_\_\_\_    City's Choice: \_\_\_\_\_

Preferred Planting Season:  Spring    Fall

***Bench and Tree Agreement Donations to the City of Ripon are considered outright and unrestricted donations. The City of Ripon does not guarantee the permanency of the accepted donation. If a memorial must be relocated, Department staff will notify the donor in writing at the address shown on this form. Trees and benches will be maintained by City staff after installation. The donor declares to have read the Bench and Tree Donation Program Policy. The donor understands and agrees with the condition set forth in this policy and agrees to pay the City any donation funds within one month of notification of Bench and Tree Donation approval.***

***Signature***

***Date:***