

# Order Form

The cost of each commemorative tree is \$300.

The six foot recycled benches are \$800.

All contributions are tax deductible.

Item	Quantity	Price

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

**Park Requested:** (please indicate the name of park) The final location will be determined by the Park Services Department.

\_\_\_\_\_

**Plaque Wording:** (30 characters maximum per line. Please print or type. 4 lines maximum.)

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## *The Ed Brown Tree and Bench Commemorative Program*

1. This program is designed to enable friends and family members to provide a unique dedication to a loved one by placing a tree or bench in one of Lockport Township Park District's parks. Contributions will be acknowledged by a remembrance plaque. The remembrance plaque does not entitle the donor to ownership of the commemorative tree or bench.
2. Decoration of the donated item is not permitted.
3. Donation applications will be reviewed throughout the year; however, trees and benches will be installed only twice per year - Spring and Fall, depending on demand and weather.
4. Your dedication is guaranteed for ten years. This excludes acts of God, natural disasters and/or insects and diseases (similar to but not limited to Emerald Ash Borer and Dutch Elm Disease.)
5. The District retains the right to relocate a donated item at any time. If an item needs to be relocated, the District or representative will contact the donor to discuss alternative locations; the District will make the final determination.
6. The District, in collaboration with the donor, will determine the location.
7. A maximum of 4 lines of text and 30 characters per line is permitted on the remembrance plaque. No corporate logos will be permitted. Text is subject to the approval of the District's staff.
8. This program does not supersede the regulations or ordinances of the Lockport Township Park District.

I HAVE READ, FULLY UNDERSTAND AND AGREE TO ABIDE BY THE ED BROWN TREE AND BENCH COMMEMORATIVE PROGRAM.

My signature below indicates that I have read this document in its entirety, consulted with a representative of the Lockport Township Park District, and understand that:

- A. The District makes all final decisions, including but not limited to availability, bench location, bench style, tree location and tree species.
- B. All language used on commemorative plaques is subject to approval.
- C. As a tax-deductible donation, all donated items are the property of the Lockport Township Park District and will be maintained according to District priorities.

Donor Signature \_\_\_\_\_ Date \_\_\_\_\_



## *Dellwood Foundation* Lockport Township Park District

Please return this application to the:

**Lockport Township Park District Office**  
1911 S. Lawrence Avenue  
Lockport, IL 60441

*Please include your payment with check made payable to the Dellwood Foundation.  
We will call you to confirm your order.*



# *The Ed Brown Tree & Bench Commemorative Program*

## *Leaving a Legacy*

Through *The Ed Brown Tree and Bench Commemorative Program*, friends and family can provide a unique dedication to a loved one by placing a tree or bench in one of Lockport Township Park District's beautiful parks.

A commemorative tree or bench can be purchased for many occasions including the memory of someone who has passed, in honor of a dedicated service member, to celebrate a birthday, a graduation, retirement or any other occasion.

This timeless contribution will not only provide a lasting memory, but it will also serve as a hallmark to celebrate your loved one's life and/or accomplishments.

The Park Services Department staff will be responsible for the tree maintenance and the planting of commemorative trees in the spring, early summer or fall depending upon the weather and tree species availability.

Although the Park Services Department has the final decision regarding tree and bench locations, every effort will be made to accommodate the donor's request.

Additional questions pertaining to *The Ed Brown Tree and Bench Commemorative Program* should be directed to Greg Ludwig at 815-838-5016, extension 12.

## *Meaning behind the Name*

*The Ed Brown Tree and Bench Commemorative Program* was named after the Lockport Township Park District's former Director of Park Services, Ed Brown, who worked for the Park District for over 30 years.

After passing away in February 2004, Ed was recognized for his dedication to the Park District and the community; accordingly, *The Ed Brown Tree and Bench Commemorative Program* was named in his honor.

## *Commemorative Trees*

The Dellwood Foundation's commemorative trees are 2" to 3" around and a minimum of 6' in height. The tree will be planted in a neighborhood park. The final location will be determined by the Park Services Department.

A plaque will be mounted at the base of the tree after the tree's growth has been established. Trees will be planted in the spring, early summer or fall. Your \$300 donation includes the tree, delivery, installation, a remembrance plaque and maintenance.

## *Commemorative Park Benches*

The Dellwood Foundation's commemorative park benches are 6' long and made of recycled plastic. The price for each commemorative park bench is \$800, which includes the bench itself, delivery, installation, concrete pad, a commemorative plaque and maintenance. The Dellwood Foundation will add to your contribution, thus, installing a \$1,000 bench.

Although the Park Services Department has the final decision regarding bench locations, every effort will be made to accommodate the donor's request.

## *Dellwood Foundation*

The Dellwood Foundation is a 501©3 charitable organization dedicated to enhancing cultural and recreational opportunities in Lockport Township. An affiliate of the Lockport Township Park District, the foundation works to provide cultural events, park improvements and assist with recreational programming.

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### *\*\* Important Information \*\**

In order to maintain the integrity of our parks, we are asking all of our donors to refrain from decorating the trees, benches or the area around them as these materials can become hazardous to the people utilizing our parks. Thank you in advance for your cooperation in this matter.