

Commemorative Tree and Bench Request Form

Preferred Recognition Option: Tree Bench

Type of Tree (if tree selected): Hawthorn Redwood Dogwood

Preferred Location suggestions:

Dewey Cannon

Watkins Park

Dillard

Different preferred location, please specify _____

Bench Message (choose 1 of the 3 options below)

1: IN CELEBRATION OF _____

2: DONATED BY _____

3: BLANK

Donor's Information

Name _____

Address: _____

City: _____ State: _____ Zip Code _____

Phone Number: _____ Email: _____

Honoree's name and affiliation with the Village of Three Oaks

Declaration: I hereby confirm that the information provided in this application is true and accurate to the best of my knowledge. I understand that the final placement decisions will be made by the Village of Three Oaks, and I agree to comply with all the rules and regulations of the commemorative Tree and Bench Program.

Signature: _____ Date: _____

Please submit this completed application form to the Village of Three Oaks. You can email it to the Village Clerk at clerk@threeoaksvillage.org or deliver a printed copy to the following address:
Village of Three Oaks P.O. Box 335, Three Oaks, MI 49128.

Please note: The actual cost of the tree and bench, and placement fee, will be communicated to you upon selection. Payment will be required before the ordering process begins. If you have any further questions, or need assistance, please contact the Village of Three Oaks at 269-756-9221 or clerk@threeoaksvillage.org

Purpose:

The Three Oaks Parks and Recreation Commemorative Tree and Bench Program offers donors the opportunity to purchase a tree or bench to commemorate a special event, honor an individual, or memorialize a loved one. Thus allowing the Village to continue substantial improvements to our parks, inspire community pride and have a sense of place.

Eligibility :

Individuals or organizations may purchase a tree or bench to recognize an individual or organization who has/had an affiliation with the Village of Three Oaks. Applicants are encouraged to include their affiliation to Three Oaks, MI.

Procedure:

Once you've submitted your application to the Village of Three Oaks it will be reviewed and approved or denied by a vote of the Village of Three Oaks Parks and Recreation Board. Final placement of the tree or bench will be dictated by the Parks and Recreation Board along with the Department of Public Works.

Parks to choose from:

Dewey Cannon
Dillard
Watkins

A tree is a long-lasting opportunity to remember and honor a loved one. At the same time it improves the beauty and quality of Three Oaks Villages parks.

A choice of 3 trees are available.

You may select the specific park and area within the park, however the tree's exact location will be determined by the park staff and Department of Public Works based on the need of the park. Donors will be notified once a tree has been planted and aware of its location. Donations can be made at any time, trees will be planted in the Spring and Fall.

Payment is due after the application has been approved by a vote from the Village of Three Oaks Parks and Recreation Board

Tree's will cost **\$300** and will have a minimum trunk diameter of 2".

Trees to choose from:

Hawthorn
Red Bud
Dogwood

Benches will be 5 feet long, made of recycled materials in Cedar Color and cost approximately **\$650.00**

Benches can be left blank or you may choose between the two lines below

Line 1 "In Celebration of"

Line 2: "Donated by "

Trees and Benches will be ordered by the Village of Three Oaks and the individual ordering will pay the Village of Three Oaks in full plus \$50.00 for placement of tree or bench.

Wreaths, planting, and other decorations are prohibited around said trees and benches.

Trees and benches will be maintained by Village Staff in the same fashion as all other benches and trees.

Parks and Recreation and the Village of Three Oaks reserves the right to move said tree or bench if placement becomes an issue. (no refunds)

Administration Use Only

Approval of bench or Tree: Yes ___ No ___ Approval of engraved Message Yes ___ No ___

Approval of Park: YES ___ NO ___ Description of Approved location: _____

Staff Name: _____

Staff Signature: _____



Sample of Bench



Sample of a Hawthorn Tree