

Process

1. Please fill out all information on the Commemorative Tree and Bench Program Order Form (reverse side).
2. Upon completion of the form, contact Dan Clark at 905-885-8760 ext. 4106 or dclark@porthope.ca to clarify details of the order.
3. After details have been reviewed and approved by staff, please pay for the order at the Town Hall, Finance Department, 56 Queen Street, Port Hope, On., by cash, cheque, debit or money order.

Municipality of Port Hope

56 Queen Street

Port Hope, ON L1A 3Z9

Reference "Tree & Bench Donation"

4. Tree and Bench orders will be processed after payment has been made.
5. You will be advised by staff when your order has been completed.
6. Tree and Bench Program staff work from the Joint Operations Centre, Parks, Recreation and Culture Department, 284 Victoria Street North, Port Hope, On.

Please allow 8 weeks for delivery and installation.

If you require more information, please contact Dan Clark, Parks Foreman.

(905) 885- 8760 ext. 4106

Tree and Bench donations may be eligible for a charitable tax donation receipts.

The donated benches and trees become the property of the Municipality. Maintenance of the benches and trees are subject to PRC Department's maintenance schedules and as such, cannot be given priority over other park maintenance.



Sample Plaque

Municipality of Port Hope Department of Parks, Recreation and Culture



Commemorative Tree and Bench Program

Commemorative Tree and Bench Program

The Municipality of Port Hope is pleased to offer a Commemorative Tree and Bench Program to honor a loved one. Your bench or tree will enhance the park setting for all to enjoy while preserving the legacy of a family member or friend.



Bench

The Municipality has selected attractive durable benches that are accessible. The benches will be installed at designated locations along the Municipality’s waterfront, trails and parks. Your donation of a park bench helps to beautify the park and provide a useful amenity that thousands of park users can enjoy and appreciate. The gift of a park bench is a unique way to remember a loved one or honor an individual.

Pricing of the bench options are listed below.

Prices include the purchase and installation of the bench on a concrete base.

Plaque Design & Inscription: In recognition of your gift, a personalized 2”x4” brass plaque can be purchased for \$300 and will be mounted flush on the back of the bench.

\$1,625 Total Cost

\$1,525 Total Cost

\$900 Total Cost

The Garden Bench	Traditional Steel Bench	Trail Bench
\$1,325 + \$300 (brass plaque)	\$1,225 + \$300 (brass plaque)	\$600 + \$300 (brass plaque)
		
Heritage Port Hope Area	Community Parklands	Waterfront and Trail Area

Trees

The tree species and varieties are selected based on the park and its location. Parks, Recreation and Culture staff will work with you to determine the potential tree location. Final location, specific type and size of tree will be determined by staff, having regard to the Municipal Tree Policy. The location is dependent on the Department’s needs, its compatibility and access to other amenities. Your donation of a tree helps to beautify the natural environment for years to come.

Pricing: Donation for a tree is \$350. This includes the purchase and planting of the tree as well as any required maintenance.

Plaque Design & Inscription: In recognition of your gift, a personalized 6”x12” grey granite stone can be purchased for \$250 which includes the installation.



\$350 (tree)

\$250 (engraved granite stone)

\$600 total cost

Request Form

Please indicate the manner in which you want the name(s) to appear on the plaque. A maximum of three lines with twenty-one (21) spaces are available per line. This includes any punctuation and spaces between first and last names.

For example: Mary P. Jones (13)

Please print the name below exactly the way you would like them to appear on the plaque or granite stone.

Location of Tree or Bench:

Name of Donor: _____

Full Address: _____

Phone No: _____

Email: _____

Make cheques payable to: **“Municipality of Port Hope”**

Reference “Tree and Bench Donation”