



City of Dover, New Hampshire COMMEMORATIVE DONATION PROGRAM APPLICATION

[Revision Date: November 1, 2024]

Office Use Only

Amount Paid: _____

Date Received: _____

DONOR INFORMATION

Name: _____ Daytime Telephone # _____

Address: _____ City _____ State _____ Zip _____

E-Mail Address: _____

AMENITY INFORMATION

Provide two or three alternative locations. Attach a map or sketch, if possible.

Option 1: Park _____ Location w/in Park _____

Option 2: Park _____ Location w/in Park _____

Option 3: Park _____ Location w/in Park _____

Is the Amenity **(Check One)** ☐ New _____ ☐ Existing

Amenity Type **(Check All that apply)**:

- Tree
 - ☐ Ornamental: \$1,000
 - Species _____
 - ☐ Specimen: \$2,000 (N)
 - Species: _____
- Bench:
 - ☐ Steel Backed: \$2,000
 - ☐ Modular Platform: \$3,500 (N)
 - ☐ Double Wide Bench: \$1,500 (N)
- Accessories
 - ☐ Adirondack Chair: \$300 (N)
 - ☐ Granite Block: \$3,500 (N)
 - ☐ Wooden Picnic Table: \$2,000
 - ☐ Metal Café Table: \$1,000
 - ☐ Bike Rack: \$200
- Plaque:
 - ☐ Bench \$300
 - ☐ Tree: \$690
 - ☐ Park Pavilion: \$250 (N)

N= only available at Nebi Park

TOTAL ENCLOSED \$ _____

PLAQUE INFORMATION

Purpose of Donation **(Check one)** ☐ In memory of | ☐ In Honor Of | ☐ In recognition of | ☐ In celebration Of

Print name as it is to appear on the plaque(s): _____

Line 2 (37 letters) _____

Line 3 (37 letters) _____

Line 4 (37 letters) _____

Line 5 (37 letters) _____

SIGNATURES

My signature below indicates that I/We have read the Commemorative Donation Program Policy in its entirety, and fully understand that:

- 1. The City makes all final decisions, including but not limited to availability, amenity location, style, tree location, and tree species.
- 2. All language used on the plaques is subject to approval.
- 3. All donated items are the property of the City of Dover and will be maintained according to the Park Maintenance policy and priorities.
- 4. Donations must contribute to public enjoyment of parks, and not interfere with the accessibility or use of the park by any member of the public.
- 5. The City has pre-approved standard benches. The type of benches permitted is dictated by the desired location and site conditions.
- 6. The cost of the purchase, installation and maintenance of the bench/chair shall be charged to the donor. This is to be based on the average cost for purchase, installation and maintenance for a 10-year period. The City reviews/adjusts the costs annually.
- 7. The installation timeline will be set by the City based on availability, delivery window and staffing.
- 8. Donors will have the opportunity to continue their sponsorship of the donation after the 10-year donation period by paying the future costs of the donation. If the donor is not interested in continuing the donation or cannot be reached within three months prior of the 10-year term expiring, the donation and/or plaque will be removed and a new donor will have the opportunity for donating at that site. It will be the responsibility of the donor to keep their contact information current with the City.

Signature of Donor: _____ Date: _____

Additional Donor (*if more than one*): _____ Date: _____

Additional Donor (*if more than one*): _____ Date: _____

=====
(Office Use Only)

Approved / Denied (circle one) by _____ Date _____
Superintendent of Facilities, Grounds and Cemetery

Notes (if applicable)

- 1) _____
- 2) _____
- 3) _____

Dates: Donor Notified of decision _____ Tax Letter Sent to Donor _____ Installation _____