



Memorial Bench/Tree Program

Purpose

To provide a program and establish guidelines for the public to commemorate the loss of a friend or loved one in a Town park or recreation facility.

Policy

The Parks and Recreation Department provides the public with many seating and resting areas where they can view wildlife, natural resources, recreation programs and activities, or simply to rest and enjoy the outdoors. Providing additional seating and resting areas through private donations benefits park users, reduces costs for the Town, and provides the public with opportunities to commemorate the loss of a friend or loved one through a lasting tribute. For this reason, it is the policy of the Town of East Hampton and the Parks and Recreation Department to accept donations from the public for the installation of Memorial Benches or Trees in designated areas throughout the -parks system.

Procedure

Application Process

Members of the public may submit a request for a Memorial Bench or Tree by completing and submitting a Parks Memorial Bench/Tree Application to the Parks and Recreation Departments Director.

Applicants may make a request for a specific park and/or a general area within a park. Along with their application, the Parks and Recreation Staff and Advisory Board will evaluate location requests on a case by case basis to determine if the requested location is suitable for a Memorial Bench or Tree. If the requested location is determined to not be suitable, Parks and Recreation Department Staff may suggest alternative appropriate locations.

Parks and Recreation Department Staff will work with the applicant to select a final location, approve the plaque or signage wording, and confirm warranty information. Applicant must concur in writing by signing the approval section of the application. The Parks and Recreation Department reserves the right of full editorial control over content, appearance and wording on plaques and signs.

Fees

Applicants are responsible for the cost of the bench/tree, plaque, installation, and Location Fees. Pricing is subject to change.

The Location Fee structure of the Memorial Bench/Tree Program is based on the chosen location of the bench/tree as outlined below:

- a) Waterfront areas at Sears Park – Bench: \$300, Tree: \$50
- b) Activity Areas (ball fields, tennis courts, Trails, playgrounds) – Bench: \$200, tree \$25
- c) General Open Areas – Bench: \$100, Tree: \$25

Other

All benches/trees will be installed by the donor in coordination with the Parks and Recreation Department and maintenance of the bench/tree and any authorized plantings around the bench/tree will be the responsibility of the owner with the exception of twice yearly (spring/fall) the Parks Maintenance staff will trim landscaping and weed beds.

Memorial Benches/Trees will remain in place for the duration of the structure's/tree's lifespan. At the end of this period, the Parks and Recreation Department may at its own discretion replace or remove the bench/tree.

The Town of East Hampton holds ultimate ownership over all Memorial Benches/Trees, and it is prohibited for applicants to decorate, personalize, or add adornment to any bench or tree. Special maintenance requests for specific benches or trees will not be granted except in cases of safety concerns, or damage.

If a Memorial Bench/Tree is vandalized or damaged, the Parks and Recreation Department will make every effort to repair the bench/tree within the limits of its available funding. If the bench/tree cannot be repaired or replaced, and if the bench/tree is a hazard or is unsightly, the Parks and Recreation Department may remove the bench/tree in its sole discretion.

Any Memorial Bench or Tree or other item installed without the approval of the Town may be removed at the expense of the party who installed the bench, tree or item.

The Town of East Hampton reserves the right to relocate the bench/tree for safety, environmental, or land management reasons. In the event that this occurs, the donor will be notified of the new location of the bench using information contained in the original application.

Town of East Hampton Parks and Recreation Memorial Tree & Bench Application

Donor Name: _____

Donor Address: _____

City: _____ State: _____

Zip: _____ Phone # _____

Name of person honored by memorial: _____

Type of memorial: Tree: _____ Bench: _____

- Requested location dedicated for memorial: _____.
- Preferred date and time of memorial installation _____.
- The total cost of the memorial including construction \$ _____.
- Location Fee (identified on policy page) \$ _____

The Town of East Hampton Parks and Recreation department realizes that no physical structure is eternal and that this gesture of a bench or tree has a limited life. The Parks and Recreation Department will maintain, honor and recognize the life expectancy for a normal tree based on species and conditions. At any time, the town may opt to remove any memorial, and not replace, if said memorial is unsound, dangerous or unusable.

Donor Signature: _____ Date: _____

Town Park and Recreation Director Signature: _____ Date: _____

Location of memorial within dedicated park, trail or open space: _____
(Town Staff use only)

Memorial Inscription to Read (must be 50 characters/letters or less over 5 lines)

Please mail the completed application (above) to:

Town of East Hampton Parks and Recreation Department

1 Community Drive, East Hampton CT 06424

Or by Email to: jhall@easthamptonct.gov