

Donation Application Tree & Bench Program

Name _____
Address _____
City/State/Zip _____
Telephone _____
Email address _____
Name of person/event being commemorated _____

Circle one: Tree Bench

Preferred location: _____

Plaque to be installed? yes no

Would you attend installation? yes no

Plaque size _____ inch x _____ inch

Bench 6' resin park bench
Type: 6' classic steel bench } Village Park
 6' backless steel bench } & Downtown

Total donation/cost _____

Donor signature _____

Date _____ *Donor initials _____

** Confirms you have read and agree to the
Village's Commemorative Tree & Bench Program Policy*

Village staff signature _____

Date _____

Mail or drop off this form, along with your
donation (payable to the Village of
Menomonee Falls) to:

Village Hall
W156 N8480 Pilgrim Rd
Menomonee Falls, WI 53051



Program Overview

The Village of Menomonee Falls is a growing community with an increasing demand for parks and public spaces. Trees and benches are among the features that make our park spaces attractive and inviting for visitors of all ages.

We would like to offer you the opportunity to honor someone special, to remember a loved one, or to recognize a special event or achievement through our Commemorative Tree and Bench program.

Trees and benches will be placed in the Menomonee Falls Park System and your gift will provide a lasting memory and public benefit for others to enjoy.

For more information contact:

Department of Public Works
N72 W15900 Good Hope Road
Monday – Friday 7:30 am – 3:30 pm
(262) 532-4700
pw@menomonee-falls.org

Commemorative Tree & Bench Program



www.menomonee-falls.org/treeandbench

Planting a Tree

1. **Submit your preferred location to the Public Works Department.** Most parks in the Village have space for additional trees. We will try to honor your wishes regarding the tree location, but the Public Works Department may offer additional recommendations that are more suitable with regard for the compatibility of soil type, park uses, and the overall park plan as identified in the Village's *Comprehensive Outdoor Recreation Plan*.
2. **Meet with Village staff and an Arborist to select a tree species.** Public Works will set up a meeting with a certified Arborist who will provide species recommendations based on the location site conditions. This will ensure you select a species with the best chance of thriving. Commemorative Trees are typically 1.5" – 2" caliper and 7' – 10' tall.
3. **Procure a Custom Plaque** (optional). It is the donor's responsibility to provide a custom plaque, but the Village will install it by embedding it in a concrete base in the mulch at the base of the tree without additional charge. The Village recommends engraved bronze plaques no larger than 8" x 8".
4. **Complete the Application.** Submit the application with a \$500 gift payable to the Village of Menomonee Falls. This gift amount reflects the typical cost for the tree, delivery, soil preparation, planting, mulch, water and long-term care.
5. **Planting the Tree.** The Village contracts with Johnson's Nursery for tree planting. Attendance to tree planting may be arranged but this must be indicated on your application. Trees are planted in the spring or fall. The Village of Menomonee Falls takes responsibility for tree care after it is planted. The Village will install the custom plaque (if provided) after the tree is planted. You will receive a confirmation message from the Village.

Installing a Bench

1. **Submit your preferred location to the Public Works Department.** Many parks and public spaces in Menomonee Falls have suitable locations for additional benches. Commemorative bench types have been predetermined for all locations in our park system and for our downtown public spaces. We will try to honor your wishes regarding the bench location, but the Public Works Department may offer additional recommendations depending on ADA accessibility requirements, park uses, and the overall park plan as identified in the Village's *Comprehensive Outdoor Recreation Plan*.
2. **Procure a Custom Plaque** (optional). Once the bench type is determined, it is the donor's responsibility to provide a custom plaque if desired. The Village will install the plaque without additional charge. Plaques to be installed on benches must not exceed a size of 3" x 8" to ensure that benches can appropriately fit onto bench slats. Plaques to be installed on concrete pads at the base of benches (in Village Park and downtown) shall not exceed 8" x 8". The Village recommends engraved bronze plaques.
3. **Complete the Application.** Submit the application with a \$1,000 to \$2,500 gift (See bench types for appropriate amount) payable to the Village of Menomonee Falls. This gift amount reflects the typical cost for bench, delivery, site preparation, concrete work, and long term maintenance.
4. **Install the Bench.** Attendance to a bench installation may be arranged if you would like to be involved, but this must be indicated on your application. After the bench is installed, you will receive a confirmation message from the Village.

Donation Benches

6' Resin Park Bench

Gift amount: \$1,000
Location(s): Most parks
Plaque location:
On rear bench slat
Maximum plaque size:
3" x 8"



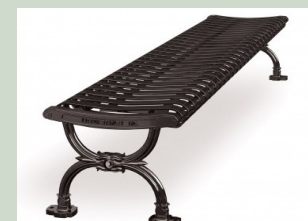
6' Classic Steel Bench

Gift amount: \$2,500
Location(s): Village Park & downtown
Plaque location:
On concrete pad base
Maximum plaque size:
8" x 8"



6' Backless Steel Bench

Gift amount: \$2,000
Location(s): Village Park & downtown
Plaque location:
On concrete pad base
Maximum plaque size:
8" x 8"



Donation Trees

Variety of Species Depends on Location
1.5 – 2 inch diameter
Gift amount: \$500
Location(s): Most parks
Plaque location:
On concrete base in mulch
Maximum plaque size:
8" x 8"

