



DUBUQUE ARBORETUM AND BOTANICAL GARDENS

Dubuque Arboretum & Botanical Gardens (DABG)

Bench/Tree Honorarium or Memorial Agreement Policy

What is being purchased:

☐ Bench ☐ Tree

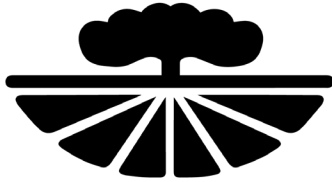
Rights and Responsibilities:

- ❖ The DABG has the right to relocate your honorarium or memorial when approved by the Executive Director. The DABG will ensure that full disclosure of this move will be provided to the primary contact on this form. If the primary contact can no longer be reached, disclosure of the move will fall to the secondary contact listed in this agreement. If neither contacts can be reached, the DABG will proceed with what they believe is best for the organization and those in this agreement. The typical reason for the move of a piece is due to future gardening plans, construction/maintenance, or expansion based on our current/future needs.
- ❖ Benches: Benches are for the life of the piece. The DABG volunteers will do whatever they can to extend the life of the piece through proper care. If you notice your piece needs a new tag due to the fading that has occurred over time, let the DABG know and they will replace the tag for you, free of charge. You may provide a donation if desired for this replacement. When a bench gets to the “end of its life” the DABG has the right to remove and dispose of the bench. If a bench is in the way of future projects or expansion the piece may need to be temporarily removed or relocated. It is the DABG’s responsibility to notify the primary or secondary contact in this agreement of either occurrence.
- ❖ Trees: A tree honorarium or memorial is for the life of the tree. If death, damage, or disease occurs within two years of the purchase of the tree (which results in the tree being removed), the contacts may select a different tree at no cost. In the case of organizational growth (resulting in removal), a new tree can be selected at any time. When the removal of a tree occurs, it is the DABG’s responsibility to contact the primary or secondary contact included in this agreement. If the removal of the tree is needed on a tree that is past the two-year date, the individuals in this agreement have to opportunity to purchase a new tree or another honorarium/memorial piece at the listed rate.
- ❖ Rules: Trees and benches cannot be decorated with items not approved by the DABG. The DABG has the right to remove items that do not follow its policies. The tags that go with these pieces cannot be replaced or added to, only DABG-approved tags can be placed.

Our Mission:

Enriching lives through nature by providing education, enjoyment, and inspiration.

07/05/23



DUBUQUE ARBORETUM AND BOTANICAL GARDENS

Date:

Item Information:

☐ Bench

Location:

Type:

☐ Tree

Location:

Type:

Identification Tag Info:

Contact Information:

Primary Contact:

Phone:

Email:

Address:

Secondary Contact:

Phone:

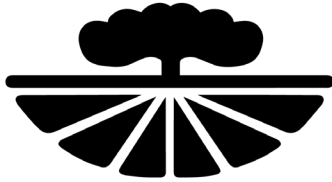
Email:

Address:

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DUBUQUE ARBORETUM AND BOTANICAL GARDENS

Payment:

Cost:

Paid On:

☐ Cash

☐ Credit Card

☐ Check Check Number: _____

Tag Details/Wording:

In Honor/Memory of: _____

Wording for Tag: _____

Installation Date: _____

Upon signature of the purchaser below, it is confirmation that they and associated parties will abide by the details listed in this bench/tree honorarium or memorial agreement policy.

Purchaser:

Signature: _____

Date: _____

DABG Representative:

Signature: _____

Date: _____

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