DUBUQUE ARBORETUM
& BOTANICAL GARDENS

Tree Honorarium or Memorial Agreement Policy

What is being purchased:

☐ Tree

Rights and Responsibilities:

- The DABG has the right to remove or relocate (if possible) your honorarium or memorial tree when approved by the Executive Director. The DABGs will ensure that full disclosure of this move/removal will be provided to the primary contact on this form. If the primary contact can no longer be reached, disclosure of the move/ removal will fall to the secondary contact listed in this agreement. If neither contact can be reached, the DABG will proceed with what they believe is best for the organization. The typical reason for the move/removal of a tree is due to future gardening plans, construction/maintenance, disease, danger risk, expansion based on our current/future needs, etc.

- 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 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 stake that goes with the tree can only be replaced with DABG-approved stakes. If changes need to be made to the wording of the stake, please let the DABG know, and they can get that updated at your own expense. The tree identification tag will be updated at the DABG expense if broken or fading occurs. If your tree needs care/maintenance, please let the DABG know, and it will be inspected. No external trimming, chemical use, etc. can be done on DABG trees, this will only be done by approved DABG staff or hired resources through the DABG.

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Date: _____

Item Information:

Tree Location: _____

Type: _____

Identification Tag Info: _____

Contact Information:

Primary Contact: _____

Phone: _____ Email: _____

Address: _____

Secondary Contact: _____

Phone: _____ Email: _____

Address: _____

Payment:

Cost: _____ Paid On: _____

☐ Cash

☐ Credit Card

☐ Check Check Number: _____

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Stake Details/Wording:

In Honor/Memory of: _____

Wording for Stake: _____

_____

Installation Date: _____

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

Purchaser:

Signature: _____ Date: _____

DABG Representative:

Signature: _____ Date: _____