



Living Memory Terms and Conditions

The City of Mendota invites residents to honor family members and fellow residents with planting a tree or placing a bench in one of our public parks. The following information is intended to clarify the terms, conditions, and requirements for this method of remembrance.

1. The Parks Supervisor or designated staff reserves the right to select the location and species of a tree and/or type of bench to be placed. However the City of Mendota staff will work with the sponsor to find a mutually agreeable location and item.
2. It shall be the duty of the sponsor to keep the City informed as to his or her current mailing address and contact information. Notices or other correspondence will be mailed to the address on file with the City and shall constitute as actual delivery and notification.
3. Sponsor will be called when tree and/or bench are installed.

TREES

- a. Are typically planted during the spring or fall when the planting success rate is at its best.
- b. Scheduling of the tree planting will be at the discretion of the Parks Supervisor or their designated staff, who will use best management practices to ensure the tree survives and thrives.
- c. If the tree does get damaged or dies, sponsor will have first rights to replace the tree.
- d. Cost of tree includes: tree, planting, watering, and plaque.
- e. The tree fee is not refundable under any circumstances once the plaque and tree have been ordered.

BENCHES

- a. Will often be ordered in the spring and fall with other park materials and have two types of benches that are typically ordered.
- b. The City shall not be held responsible for loss or damage to the bench including but not limited to theft, vandalism, or weather.
- c. If a bench is vandalized or damage, it may be repaired or replaced. The sponsor shall be notified and may elect to replace or repair the bench at their expense. There is no obligation on the part of the City or the sponsor to repair a bench that was damaged by theft, vandalism or weather.
- d. Reasonable efforts shall be made by the City to accommodate a sponsor's wish for the timing of an installation. However, due to consideration regarding special events, weather, staff scheduling or other unknown activities that may occur at the site, bench installation dates shall not be guaranteed.

e. The City reserves the right to relocate any and all benches at any time should such action be necessary, including but not limited to property development, vandalism, or interference with park operations. The City shall make a reasonable effort to contact the sponsor should relocation of a bench be required.

f. Memorials shall remain in place for (5) years, which at that time the City may remove memorial. However the City shall make a reasonable effort to contact the sponsor before removing the memorial to seek renewal or approval for removal/replacement.

g. The bench fee includes the cost of the bench, concrete pad, installation and inscribed plaque.

h. The bench fee is not refundable under any circumstances once the plaque and bench have been ordered.

Sponsor must read the terms and conditions listed above.

By signing below, the sponsor/applicant understands and accepts the terms stated herein.

Applicant Signature: _____ Date: _____

Payment Information

- Make checks payable to the Mendota City Clerk's Office.
- Forms are accepted drop-off at City Clerk's Office.

800 Washington Street
Mendota, IL 61342
815-539-7459

Item Purchased: ☐ Tree (\$1000) type _____ ☐ Other _____
☐ Metal Bench (\$3000) ☐ Recycled Wood Bench (\$3000)

Item Location:

Sponsor Name:

Sponsor Address:

Sponsor Phone:

Sponsor Email:

Plaque inscription (3 lines 20 characters each)

