

Memory Row Donation Application Form

The City of El Segundo, through the leadership of the Public Works Department, provides the opportunity to dedicate a living commemorative tree and/or bench in memory of a loved one, organization or event within the Imperial Strip and Memory Row.

Upon approval, Public Works staff will contact you to discuss location. Please read and complete the application and select all that apply. Application can be dropped off in the Facility Yard located at 150 Illinois St. El Segundo.

Checks or money orders payable to:

City of El Segundo
Public Works Department

350 Main Street
El Segundo, CA 90245
(310) 524-2716 www.elsegundo.org

Donor Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Person/event/organization being honored: _____



Commemorative Tree:

Planting a tree in someone's memory is a living and ongoing tribute that benefits present and future generation. It will bring new life and help improve air quality, reduce noise and pollution to El Segundo.

Total Tree cost, including 3"x5" Plaque mounted on concrete block: **\$500.00**

Type of Tree: (Select all that Apply)

- Redbud, 24" Box Size
- Cape Myrtle, 24" Box Size
- Hong Kong Orchid, 24" Box Size
- Pink Trumpet Tree, 24" Box Size
- Marina Strawberry, 24" Box Size

*See page 2 for pictures

Information for plaque: (up to 70 spaces)

Subtotal: \$ _____

Additional donations to the City of El Segundo:

Subtotal: \$ _____

Commemorative Bench:

Honor and remember a loved one, organization or event by dedicating a bench to offer a calming and healing place to sit, rest and reflect.

Type of Bench:

4' bench, recycled material with steel frame, set in ground with concrete footing.

Total Bench Cost, including plaque attached to back rest of bench: **\$ 1,400.00**

*See page 2 for picture

Information for plaque: (up to 70 spaces)

Subtotal: \$ _____

Grand Total: \$ _____

As form of payment, attached with this application is:

- Check # _____
- Money Order # _____
- Credit Card (use and attach El Segundo CC Authorization form)

A Signature on this application states your understanding of the Memory Row Donation Policy, Procedures and Guidelines set forth (see page 2).

Signature: _____

Date: _____

MEMORY ROW DONATION POLICY

This policy provides procedures and guidelines for the acceptance of Tree/Bench donations to Memory Row. The City of El Segundo Department of Public Works strives to accommodate the requests from the public to honor individuals from the community.

Each formal request for a memorial donation will be addressed on a case-by-case basis, determined by information submitted by the applicant. The Director of Public Works reserve the right to approve or deny requests as they deem necessary, in accordance to the stated Procedures and Guidelines. Location of all installations will be coordinated with Public Works staff.

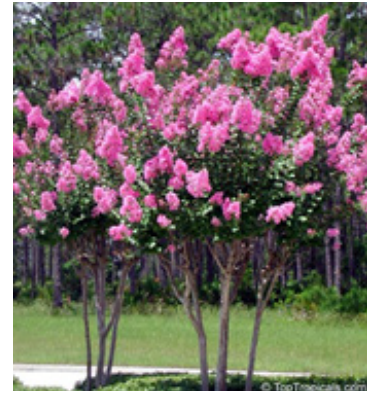
PROCEDURES AND GUIDELINES

1. All memorial donations requests must be submitted to the Public Works Department on the Memory Row Donation Application Form. Incomplete forms will not be considered.
2. All applications will be reviewed by the Public Works Department for approval or denial.
3. Donated items such as benches, trees and plaques must be pre-approved by the Director of Public Works and/or designated Superintendent as to specific type and placement.
4. Plaque size for trees to be 3" x 5" secured to a concrete block. Plaques for benches to be secured to bench.
5. The applicant shall be responsible for all costs related to item's installation including the tree, staking, mulch, plaque, miscellaneous materials, staff time and other resources. Costs include site preparation, deliveries and installation.
6. Donated items, upon installation, become the property of the City, and are received in accordance with the City's Donation Policy.
7. The City will not be responsible to replace donated items that are vandalized or damaged by normal wear and tear and holds the right to relocate and/or remove donations at any time. The City will, however, assume responsibility for normal maintenance.
8. All decorations, flowers and attachments deemed to be a hazard shall be removed by city staff.

TREE IMAGES



Redbud



Crape Myrtle



Hong Kong Orchid



Pink Trumpet Tree



Marina Strawberry

BENCH IMAGE

