



THE CITY OF THE VILLAGE OF DOUGLAS
86 W CENTER STREET, PO BOX 757
DOUGLAS, MI 49406
www.douglasmi.gov

COMMEMORATIVE DONATION PROGRAM GUIDELINES

Donating a bench, picnic table, tree, or artwork to be placed in a park or greenspace in the City of Douglas is a wonderful way to commemorate a special event, honor an agency or individual, or memorialize loved ones. All donations should be ordered using a **City of Douglas** donation order form. The City will order, assemble, and locate them accordingly.

Placement of the donation is at the discretion of the city.

- Step 1: Contact the City of Douglas to inform us of your intention to donate, then:

- Completely fill out a City of Douglas donation form

- Engraved plate

Two lines of text are permissible for any engraved plate

Font will be Times New Roman

Plate size is 2 ½" x 6"

Logos or insignias are **not** permitted on the donation

We will do the rest! The city will order and assemble the donation(s) and install them according to the available space. You will be notified of the location. (Please note location may not always remain the same).

Donor Name: _____ Email: _____
(Please print)

Address: _____ Phone: _____

City/State/Zip: _____

I am ordering this: Bench ___ Tree ___ Picnic Table ___

(order will be placed when payment has been received)

In honor of:

Agreement: The undersigned understands that a commemorative donation does not constitute ownership of the item, the land upon which it is situated or the surrounding area. If the donation needs to be moved for any reason, every effort will be made to contact the donor to inform them of the move and replacement. The city reserves the right to remove or replace the bench at its discretion.

Signature

Date

You can mail your form to the City of Douglas or email it to: info@douglasmi.gov

Office use only:

Accepted by: _____ Date: _____