



BENCH DONATIONS

Anyone wishing to commemorate an event or recognize a loved one may purchase a pre-approved bench in a range of prices. To make a commemorative bench request, the Donor must complete an application form and submit it to the Recreation Services Manager, along with a check in the amount designated.

BENCH RECOGNITION PLAQUES

While the City respects the desire of individuals to remember their loved ones, it also recognizes the desire of other community members not to be burdened with a constant reminder of death in public places.

Recognition plaques and signage may be discretely placed on benches or other large donations. Information on the plaque may include the following:

1. Date
2. If the donation is commemorating an event or the life of an individual, the plaque may say:
"Dedicated to John Doe 2002" or "Donated By" or
"Commemorating the 50th Anniversary of..."
or "In Recognition of"
3. The size of the standard bronze plaque may not exceed 14 inches by 2 inches by 1/4 inch.
4. Three lines of copy with 40 spaces per line. Spaces between words are included in this figure.

Placement of all bronze plaques shall be discrete and consistent on all benches. The City is not responsible for replacing markers and or plaques if they are damaged or vandalized. The City reserves the right to remove any and all equipment and recognition markers at any time.

TREE DONATIONS

Commemorative Living Tree Donation:
Anyone wishing to commemorate an event or recognize a loved one may purchase a pre-approved tree from the enclosed list by filling out the attached application form and returning it along with a check in the amount designated.

A letter and Certificate of Appreciation signed by the Mayor and City Council identifying the individual to be recognized and the site location will be sent to the Donor.

Note: Site approval is subject to the Departments or Commissions with jurisdiction over the site. Recognition Plaques are not provided by the City and are not permitted at tree sites.

CITY OF MANHATTAN BEACH
Parks and Recreation Department
1400 Highland Avenue
Manhattan Beach, California 90266



**Parks
Make
Life
Better!**

City of Manhattan Beach Tree & Bench Donation Program

DONATING A TREE OR BENCH

To The City of Manhattan Beach

Donations are important to the vitality of the City and its mission to preserve, enhance and strengthen the quality of life in the community. The following information explains the process for celebrating and commemorating the events or lives of individuals who have lived in this community through donations.

Anyone wishing to commemorate an anniversary, celebrate a new birth, or honor the memory of a loved one may request that trees, benches, playground equipment, etc. be placed through a donation within the City. These requests must be approved by the Departments and/or Commissions that have jurisdiction over the site. The Departments/Commissions is responsible to make sure that special requests are consistent with park plans, function, operations and current aesthetic needs.

Individuals or groups wishing to donate commissioned art works should refer to the Public Art Master Plan. These donations are not covered in this brochure and require a different procedure.

Criteria for Acceptance of Special Donations, Benches or Trees.

The Recreation Services Manager will oversee the acceptance of gifts in accordance with the City's Donation Policy. If the donation creates any of the following conditions, a Staff Report must be submitted to the Parks and Recreation Director asking for acceptance:

1. Does it create an immediate or initial City expenditure of \$500 or more which has not been included in the approved City budget? This pertains both to a direct outlay of City funds or to the use of City staff, resources and materials.
2. Does it create an annual City maintenance obligation of \$1000 or more which has not been included in the approved City budget?
3. Does it materially affect or change any aspect of City operations?
4. Unless otherwise stated in a contract, the Donor shall give up ownership rights; right to alter, move or remove said donations without reservation, and maintenance obligation rights.

Requests for a Specific Site

In order to maintain a balance in the placement of benches and trees in areas where people congregate, wait, and rest or engage in social activity, all requests for a specific site must be approved by the Departments and/or Commissions that have jurisdiction over the site. The request must also be consistent with the Public Art Master Plan, Parks Master Plan and the General Development Plan. Specific locations that may be requested include public facilities, parks and thoroughfares.





Park Bench



Park Bench



Detail of plaque on Park Bench



Picnic Bench sans picnic pad

Examples of Park Bench and Picnic Bench

TYPE OF BENCH	PRICE *
Park Bench	\$1,342
Picnic Bench	\$1,246
Picnic Bench plus Picnic Pad (Purchase of picnic pad (\$5,700) may be required for certain locations)	\$6,946

*Price includes materials & labor.

Recognition Plaque:

The plaque includes 50 characters (this includes spaces between words), please select from the following sentences.

Date: 00/00/08

"Dedicated to John Doe 2008" or

"Donated By..." or

"Commemorating the 50th Anniversary of..." or

"In Recognition of..."

Please fill in plaque information,
50 characters or less

Please process the above application. I understand that the City of Manhattan Beach reserves the right to remove the bench or plaque at anytime and that the selected site must be approved by the City Department or Commission that has jurisdiction over the site. If the City is unable to fill my request, I understand that I will receive a full refund.

I have enclosed a check in the amount of: \$ _____

Name: _____

Date: _____

E-mail: _____

Phone: _____

COMMEMORATIVE BENCH
APPLICATION

Name: _____

Address: _____

Phone: _____

Person Being Honored: _____

Event and Date: _____

Site Request: (please select a first and second choice)

PARKS:

- 1) Eighth Street Parquette
- 2) Larsson Street Parquette
- 3) Live Oak Park
- 4) Veterans Parkway
- 5) Manhattan Village
- 6) Manhattan Heights
- 7) Marine Avenue Park
- 8) Polliwog Park
- 9) Sand Dune Park
- 10) Other Choice

First choice: _____

Second Choice: _____

PLEASE NOTE:

- 1) All locations are subject to the approval of the Parks and Recreation Department that has jurisdiction over the site.
- 2) The City will not be responsible to replace bench, markers and or plaques if they are damaged or vandalized.
- 3) Bench installation/location is based upon availability.

Send check and application to:

City of Manhattan Beach
Parks & Recreation Department
1400 Highland Avenue
Manhattan Beach, CA 90266

For more information:
Idris Jassim Al-Oboudi
Recreation Services Manager
(310) 802-5404



TREE DONATION APPLICATION

Name: _____

Address: _____

Phone: _____

Person Being Honored: _____

Event and Date: _____

Recognition Plaques are not permitted at tree sites

Certificate: Circle or add specific wording. Limited to 50 characters.

"Dedicated to" "In Memory of" "In Honor of"

Site Request: (please select a first and second choice)

PARKS:

- 1) Larsson Street Parquette
- 2) Live Oak Park
- 3) Veterans Parkway
- 4) Manhattan Village
- 5) Marine Avenue Park
- 6) Polliwog Park
- 7) Sand Dune Park
- 8) Other Choice

Please note the following locations are unavailable: 8th Street Parkette, Manhattan Heights Park, Bruce's Beach

First Choice: _____

Second Choice: _____

Name: _____

Date: _____

(Fee includes planting cost). If you have a special preference, please select it from the list of **Approved Trees** *.

	24"
Drought Tolerant Tree	\$295

I understand that the City reserves the right to remove the tree at anytime it deems necessary.

Name: _____

Date: _____

E-mail: _____

Phone: _____

Send Check and Application to:

City of Manhattan Beach
Parks & Recreation Department
1400 Highland Avenue
Manhattan Beach, CA 90266

For more information:
Idris Jassim Al-Oboudi
Recreation Services Manager
(310) 802-5404



Please circle selected tree from the list.

24 INCH BOXED SIZE

Drought Tolerant

Agonis Flexuosa - Peppermint Tree

Arbutus Unedo - Strawberry Tree

Arbutus Marina

Barachychiton Acerifolius - Australian Flame Tree

Barachychiton Populneus - Australian Bottle Tree

Brahea Armata - Mexican Blue Palm

Callistermon Citrinus - Lemon Bottlebrush

Chiranthodendron Penadactylon - Monkey Hand Tree

Eucalyptus Ficifolia - Red Flowering Gum

Ficus Macropylla - Moreton Bay Fig

Ficus Rubiginosa - Rusty Leaf Fig

Melaleuca Nesophylla - Pink Melaleuca

Melaleuca Quinquenervia - Cajeput Tree

Metrosideros Excelsus - NZ Christmas Tree

Leptospermum Laevigatum - Australlian Tea Tree

Lophostemon Confertus (Tristina Conferta)

Olea Europaea - Olive

Pinus Torreyana - Torrey Pine

Prunus Lyonii - Catalina Cherry

Other drought species may be considered after review and dependent upon availability.