

# Letter of Agreement

## Commemorative Bench Donation to the Park District of Highland Park

\_\_\_\_\_ Bench Donation \$3000.

**In making this donation, I have read the information below and understand that:**

- Park benches are 6 feet in length with recycled plastic slats and cast-iron leg supports and reside on a concrete pad.
- A personalized 2.75" x 5" raised lettering plaque is included.
- The exact location will be coordinated at the time of purchase and is subject to approval by Park District staff.
- The bench and plaque are guaranteed for ten years from the date of installation.
- The Park District holds the right to relocate the bench and plaque at any time. In the unlikely event, the District will work with the donor to identify a new location. A relocation for Park District purposes, within the guaranteed ten years will not be at the expense of the donor.
- Upon donation, benches are the property of the Park District and will be maintained following Park District standards and schedules.
- The donor is responsible for providing the Park District with up-to-date contact information.

\_\_\_\_\_  
(Donor's signature)

\_\_\_\_\_  
(Date)

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Desired wording for plaque \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Payment:**

**For Payment by Check:**

My check in the amount of \_\_\_\_\_ is enclosed.  
Check to be made to: Parks Foundation of Highland Park

**For Payment by Credit Card:**

On-Line – <http://registration.pdhp.org>

In Person – West Ridge Center, 636 Ridge Road, Highland Park, IL. 60035

The Parks Foundation of Highland Park is a qualified organization as defined by Internal Revenue Code Section 501 (c) (3). Please retain this receipt for your tax records and consult with tax counsel on the deductibility and personal tax effect of contributions made to the Parks Foundation of Highland Park. The Parks Foundation of Highland Park federal tax I.D. No. is 35-2507421. Should you require any additional information, please contact us at 847.831.3810.

**Return to:** Commemorative Donations  
Park District of Highland Park  
636 Ridge Road  
Highland Park, IL 60035  
Attention; Mike Evans

