

Letter of Agreement

Commemorative Tree Donation to the Park District of Highland Park

_____ Existing Tree Donation \$1000.

_____ New Tree Donation \$1500.

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

- A personalized 2.75" x 5" raised lettering plaque is included. The plaque is displayed on a plaque stand at the base of your tree.
- The exact location will be coordinated at the time of purchase and is subject to approval by Park District staff.
- Orders are accepted throughout the year. Plantings are dependent upon availability, season, and weather.
- The Park District is responsible for the warranty of your new commemorative tree donation for a maximum of three years from the date of planting.
- The Park District holds the right to relocate the tree 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 three years will not be at the expense of the donor.
- Upon donation, trees 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

