



CITY OF SAN RAMON

Commemorative Program

A unique opportunity to commemorate a person, pet or occasion by providing for a lasting memorial

- ◆ Living Legacy Tree or Bench
 1. **Existing Tree or Bench with Bronze Plaque** at an City park approved location

- ◆ Other Opportunities
 1. **Memorial Bench without a Concrete Slab** at an City park approved location

 2. **Memorial Bench with a Concrete Slab** at an City park approved location



City of San Ramon
Commemorative Program
12501 Alcosta Blvd.
San Ramon, CA 94583
Phone: 925.973.3200
www.sanramon.ca.gov

Program Guidelines

Acquisition or Purchase: The City staff will be responsible for the purchase and installation of all commemorative elements.

Maintenance and Term: *All commemorative agreements have a term of ten (10) years.* Donated commemorative elements and/or their associated donation acknowledgement, become City property. The City will maintain, or replace if necessary, the donation only for the term of ten (10) years. At the expiration of the term, the donor will be given the opportunity to renew the commemorative agreement at the current cost of a new donation. If the donor does not wish to renew the commemorative agreement, or if the City is unable to contact the original donor, the commemorative element may be removed at the discretion of the City or the City reserves the right to seek a new donor. It is the donor's responsibility to notify the City of any change in contact information.

Cost: The donor is responsible for the full cost of installation and the maintenance endowment which ensures that the City will care for the donation for the term of ten (10) years, or until such time the City determines that the memorial donation must be removed and/or relocated for unforeseen circumstances.

Engraved Verbiage: It is understood that wording or design of plaques or memorials are subject to City approval and do not constitute a public forum.

Removal of Commemorative element: The City reserves the right to remove and/or relocate commemorative elements and their associated donation acknowledgments/memorial plaques, when they interfere with site safety, maintenance or construction activities or when the term of the commemorative agreement has expired. The City will attempt to contact each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action taken. In the event a donation must be permanently removed, the City will seek an alternative location.

Maintenance Endowment: The establishment of the maintenance endowment ensures that the City will care for the donation for the term of ten (10) years, or until such time the City determines that the memorial donation must be removed and/or relocated for unforeseen circumstances. The City will determine the level of maintenance required and the type of care needed to reasonably maintain the donation.

City Of San Ramon – Commemorative Program Application

Name of Donor _____

Address _____

City _____ State _____ Zip _____ E-Mail _____

Home Phone _____ Cell Phone _____

Select Item

- | | |
|--|-----------|
| _____ Existing tree or bench with bronze plaque at a City park approved location | \$1800.00 |
| _____ Memorial Bench without a concrete slab at a City park approved location | \$3350.00 |
| _____ Memorial Bench with a concrete slab at a City park approved location | \$4850.00 |

Personalization Name of Person/Pet being Honored _____

Engraving Information – Please print (max. 35 characters including spaces per line)

1 _____

2 _____

3 _____

I understand that the commemorative element that I have selected above will not last forever. The City will maintain or replace if necessary, the element for the term of ten (10) years. The City will determine the level of maintenance required and the type of care needed to reasonably maintain the donation. The City reserves the right to remove and/or relocate commemorative elements and their associated donation acknowledgments/memorial plaques, when they interfere with site safety, maintenance or construction activities or when the term of the commemorative agreement has expired.

Signature

Date

Full payment must be made at the time of order: Amount Paid \$ _____ Check _____ Credit Card _____

Charge to My: _____ Visa _____ MasterCard _____ American Express

Print name as it appears on Card _____

Card Number _____ - _____ - _____ - _____

Expiration date _____ Authorization Signature _____