



## Program Guidelines



### City of New Bedford

## Memorial Park Bench & Tree Dedication Program

We all have moments in our lives we wish to commemorate and memories we seek to preserve. Through our City of New Bedford Department of Parks Recreation & Beaches, community members have the opportunity to designate a park bench and to dedicate a tree in honor of a special person or event in a way that enhances the beauty and experience of nature in our city.

Trees help offset impacts of pollution and climate change. They provide buffers to noise and habitable spaces for urban wildlife. Benches are welcoming spaces for rest and contemplation in our parks. Your gift will help make our city's parks more enjoyable for everyone in our community.

### Process

Applications for memorials and dedications will be received by our office and submitted to the Park Board on a monthly basis for final approval.

Our department is responsible for the purchase, siting, and installation of all trees and benches to ensure consistency with the parks current standard.

Inventory and details of such donations will become part of the permanent inventory of the City of New Bedford Department of Parks Recreation & Beaches.

### Trees

Native species appropriate to the location will be planted. Other species will be considered upon written request. Planting will be done during the appropriate season.

### Benches

Benches that require a concrete pad will require an additional donation amount.

### Optional Bench Plaques

Plaques dedicated to the memory of a loved one will be obtained at the cost of the applicant through the authorized City vendor. Plaque text requires Park Board approval, and all plaques must meet the City standard.

Plaques will be shipped directly to Department of Parks, Recreation & Beaches.

### Policy & Procedures

- Complete an application.
- Applications are reviewed by City Council.
- Favorable requests are then sent to Park Board.
- The Parks Board will refer to the Department of Parks Recreation & Beaches and Friends of the Park groups.
- The Department of Parks Recreation & Beaches will issue approved requests for Public Infrastructure review as necessary.
- Please make checks payable to City of New Bedford.

The Parks Recreation & Beaches Department is dedicated to enhancing the quality of life for residents through safe, structured, and accessible programs and public spaces.

**City of New Bedford**  
**Parks Recreation & Beaches**  
**181 Hillman St. Building 3**  
**New Bedford, MA 02740**  
**nbprb.com**  
**508-961-3015**

# Application

Donor Name:

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Address: :

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City/State/Zip:

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Phone Number:

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Email: \_\_\_\_\_

Donated in memory of/honor of:

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Text to display on plaque (optional):

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Send a note of acknowledgement to:

Name:

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Address:

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State: \_\_\_\_\_ Zip: \_\_\_\_\_

## ☐ Tree - \$400+

Please know that the cost of your tree depends on the variety and size. Examples:



## ☐ Bench - \$750+

The style of your bench will be chosen based on the park in which it is to be located, consistent with the parks current standard.

## ☐ Plaque – (optional)

With approval of the Park Board, applicants will purchase their bench plaque through the authorized vendor. Plaque material, font, and style will conform to the City standard.



In addition to or in lieu of a plaque, your generous donation will be celebrated on the City of New Bedford Parks Recreation & Beaches webpage.

Concerning benches, the life of your memorial is intended to correspond with the useful life of the park bench – about ten (10) years. The Department is not responsible for damaged or missing plaques. Permanency of your memorial cannot be guaranteed and memorials and plaques will not be replaced at the cost of the Department.

The Department is not responsible for the damage of benches or trees, or damaged/missing plaques. The Department reserves the right to relocate a bench if the use of the site changes or to ensure visitor safety. Trees are guaranteed for one (1) year from installation.

**Application ID #:** \_\_\_\_\_

**Date of Submission:** \_\_\_\_\_

**Received By:** \_\_\_\_\_