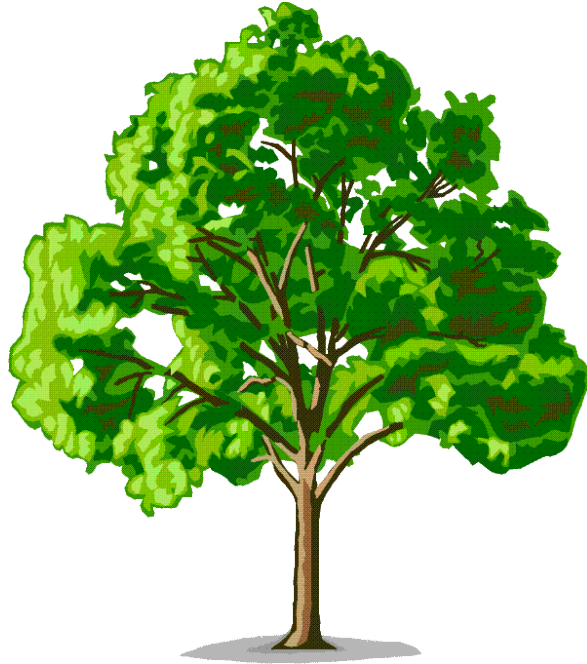


TOWN OF VIENNA

Heritage Dedication Program



Benches and Trees

CONTACT INFORMATION

Vienna Department of Parks and Recreation

120 Cherry St. SE

Vienna, VA 22180

Phone: 703-255-6360

Email: parksrec@viennava.gov

PURPOSE

The Heritage Dedication Program allows groups and individuals to donate trees and benches on Town property to commemorate, honor or memorialize individuals or groups. Tree and bench donations will be planted or placed at a Town park or public building.

Trees

The Heritage Dedication Program is an effort to increase the number of quality of trees in the Town of Vienna and to educate Town residents on the value of trees. The program provides a formal way for residents and businesses to fund and plant trees on Town property.

Who can make a tree planting request?

- Anyone living within the Town of Vienna can take advantage of the Heritage Dedication Program

Who pays for a tree?

- Anyone can make a donation of any size to the program, but only Vienna residents can request a specific tree species and planting location...

Who will plant the trees?

- The Town will prepare the site and plant the trees.

Who do I contact if I want to have a tree planted, make a donation or volunteer?

- For questions, contact the Vienna Department of Parks and Recreation at (703) 255-6360

Who will maintain the trees?

- The Town of Vienna will maintain the trees; however, if the tree is placed in front of a house we do request that homeowner's water trees planted in front of their home during their first year of growth.

What types of trees will be planted?

- A list of approved tree species is available on the Town website at www.viennava.gov/Index.aspx?NID=97. Requests for tree species not on the list will be considered on a case-by-case basis.

When will trees be planted?

- Trees will be planted in March and November of each year, ideal months for introducing new plants.

Where will the donated trees be planted?

- Trees will be planted on Town properties including street right-of-ways, parks and other public properties. Donors may choose to have them planted in front of their house in the Town right-of-way, if space is available. However, plaques may not be placed within the right of way.

How will I know when my tree is planted and/or plaque installed?

- The Parks and Recreation Department will send a letter notifying the donor when the tree/plaque will be placed and its location.

Can I have a memorial plaque placed at the base of the tree?

- Yes memorial plaques may be placed at the base of the tree for an additional fee.

Where does my money go?

- All donations to the Heritage Donation Program go into an account specifically for funding new trees in public space. Not matter the amount of your donation. It will be added to the fund until the amount to add a new tree is obtained or the season is right to purchase and plant the tree.

How do I donate?

- It's easy! Simply fill out the form and return it to the Vienna Community Center.
 - New Tree - \$200
 - New Tree with plaque (plaque limited to Town Parks) and stand - \$450
 - Adopt an Existing Tree with a plaque, funds will go to purchase plaque and remainder will go into a tree fund for the purchase of additional tree plantings in Town Parks - \$450

Benches

The Heritage Dedication Program is an effort to increase the number of benches in the Town for all to enjoy from the parents and grandparents who watch their children on playgrounds to the spectators at games and special events held in our parks.

What type of benches will be installed?

- Top-grade recycled plastic slats and a cast aluminum frame, powder-coated black. Donors can choose from 4 or 6 foot benches. Style of bench will be determined by the Department of Parks and Recreation

How will I identify my bench?

- Donors will be asked to provide wording for the bench. Line space is limited.
- Number of lines - 3
- Number of characters per line maximum 22.

Where will benches be placed?

- Benches can be placed at most parks, town building or right of ways. There is a bench plan for our Parks. The Parks Superintendent will monitor the plan provide you with choices for available locations. The superintendent will work with the donor to find the best location. There are no available spaces at the Vienna Town Green.

Bench Locations

- Southside Park
- Glyndon Park
- Meadow Lane Park
- Peterson Lane Park
- Branch Road Tot Lot
- Vienna Dog Park
- Wildwood Stream Valley Park
- East Creek Stream Valley Park

Who do I contact if I want to have a bench dedicated and make a donation?

- For questions, contact the Vienna Department of Parks and Recreation at (703) 255-6360

When will my bench be installed?

- The Department of Parks and Recreation will install benches in the fall and late winter. The department will make every effort to install benches within three to six months of receiving the donation.

How will I know when my bench will be installed?

- The Department of Parks and Recreation will send a letter notifying the donor when the bench will be placed and its location.

Where does my money go?

- All donations to the Heritage Donation Program go into an account specifically for funding new benches in public space. .

How do I donate?

- It's easy! Simply fill out the form on the back of this pamphlet and return it to the Vienna Community Center.



DONATION FORM

Parks and Recreation Department
 Vienna Community Center
 120 Cherry Street SE
 Vienna, VA 22180
 www.viennava.gov

NAME _____ PHONE: (____) ____ - ____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 EMAIL _____

BENCHES

Include up to 3 engraved lines of text and 22 maximum characters/spaces per line

Number of Benches	Location Requested	Bench size	Cost	Total
		4 foot	\$1800	
		6 foot*	\$2000	

TREES

8" x 6" Tree Plaque – Up to 6 lines of text and 18 maximum characters/spaces per line

Number of Trees	Type of Tree	Location Requested	Tree Only \$200	Tree and Plaque \$450	Total

Bench Engraving – up to 3 lines 22 characters maximum **Tree Plaque Engraving up to 6 lines, 18 characters maximum**

Line 1 _____ Line 4 _____
 Line 2 _____ Line 5 _____
 Line 3 _____ Line 6 _____

Other:

I would like to make a contribution to the Heritage Donation Program in the amount of \$ _____.
 Please include a check or provide your credit card information below

PAYMENT

CHECK: Check number: _____ Amount: _____

CREDIT CARD:

MARK ONE: Visa Master Card American Express Discover
 CREDIT CARD NUMBER: _____ - _____ - _____ Security Code _____
 EXPIRATION DATE: ____ / ____ (XX / XXXX)
 SIGNATURE: _____