

GUIDE TO GIFTS AND DONATIONS

THE CITY OF GULF BREEZE PARKS AND RECREATION

The City of Gulf Breeze gratefully accepts monetary donations and/or purchases of gifts from the product list. Donations and/or gifts from individuals, businesses, and community organizations for the City's park system are appreciated. Your donation offers a lasting legacy on behalf of a treasured memory or loved one.

If you are interested in making a monetary donation and/or purchasing a gift, please fill out the donation application below and submit to Parks and Recreation at msimmons@gulfbreezefl.gov. Thank you for considering donating to the City of Gulf Breeze Parks and Recreation System.

Monetary Donations

All monetary donations received will be reported to the Advisory Parks Board, who will determine what products will be purchased and for what Parks and Recreation facility.

Recognition of Gifts

Gifts of \$5,000 or greater will be recognized with a plaque or sign, with permanency limited to 10 years from the date of installation. The donor is responsible for the purchase and fabrication of the plaque. Language must be approved by Parks and Recreation staff prior to fabrication. The initial purchase, as well as the replacement of a plaque, (should it be stolen or damaged) is the sole responsibility of the donor.

Installation and Maintenance

The City will make every effort to install gifts in a timely manner, however, due to lead times for ordering materials, staff availability, and planting season limitations, the City cannot guarantee to install gifts by a specific date.

If a gift is damaged (with the exception of plaques) within the 10-year period, the City will repair or replace the item. If the donation needs to be removed for any reason within the 10-year period, the City will attempt to contact the donor using the information provided on the donation application to discuss an alternate location for re-installation, at the City's expense. After the 10-year period, the City may remove the donated item at its discretion.

Trees may be planted in a park with a donation of \$2,000. The site is selected in conjunction with the Advisory Park Board. On-site recognition is not offered for individual trees.

All gifts and donations are the property of the City of Gulf Breeze.

CITY OF GULF BREEZE PARKS AND RECREATION DONATION APPLICATION

Before filling out this application, please read the Guide for Gifts and Donations for the City of Gulf Breeze Parks and Recreation. Upon completion, please mail to Parks and Recreation 800 Shoreline Drive, Gulf Breeze, FL 32561 or send an email to msimmons@gulfbreezefl.gov.



APPLICANT INFORMATION

Name: _____ Date: _____

Alternate Name and contact information: _____

Telephone Number including area code: _____

Address: _____
Street address City State Zip Code

Email Address: _____

Donation Type: _____

If proposing a tree, what type of tree would you like to donate? _____

Proposed Park Location, if applicable _____
(Please be as specific as possible, including a photo if possible.)

If you wish to place a memorial plaque on the donation, please enter what you would like to be written on the plaque:
(Plaques are not permitted for tree planting)

I, _____, understand that gifts and donations to the City of Gulf Breeze are considered outright and unrestricted donations. I further understand that if the gift or memorial placed under this application is damaged intentionally or unintentionally (by vandalism, weather, or any other event), or needs to be removed for any reason after the 10-year period of the date of installation, that the City may remove the donated item at its discretion. The donor is responsible for updating contact information to ensure that the City has accurate information.

Signed and agreed to on this _____ day of _____, 20_____

Signature _____

Printed Name _____

FOR OFFICE USE ONLY:

Accepted by _____ Date _____

Cost \$ _____ Paid \$ _____ Date _____

Plaque language reviewed and approved by staff _____ Date _____

Tentative Installation Date: (to be completed by staff) _____