

## STREETSCAPE SPONSORSHIP PROGRAM

### GUIDELINES

The selection and location of items will be determined in consultation with the Public Services Director. Prices will be established for the items based on a 50% donor and 50% Town matching funds formula.

The items will be Town property with maintenance responsibility by the Town until such a time the item requires replacement.

### Removal, Relocation, Replacement

The Town reserves the right to remove and relocate donated items and their associated donation acknowledgments/memorial plaques, when they interfere with safety, maintenance or construction activities. The Town will attempt to contact each identifiable donor notifying the donor of any action related to the disposition of the donated item. In certain situations, such as safety or emergency situations, the notification may be made after the action is taken. In the event a donated item must be permanently removed, the Town will seek an alternative location consistent with this policy. If no such location can be found, the information contained on the memorial may be, at the donor's request, located on a memorial plaque set aside for this purpose at a designated location. When the item requires replacement, Town staff will attempt to contact the donor to provide the opportunity to sponsor the new item. However, if efforts to contact the donor fail, then another donor will be allowed to sponsor the replacement item.

### MEMORIAL BENCHES

Steel benches are available for sponsorship and will be installed at approved sites in the order requests are received, **provided funds are available in the annual budget.**

The cost of the benches are \$1000.00\* each for a 6 foot long bench and \$1200.00\* each for a 8 foot long bench. Both include a commemorative plaque and installation.



This cost also provides maintenance for the life of the bench. Order time for benches is approximately 6 to 8 weeks. Upon delivery of the bench, the Public Services Department requires a minimum of four weeks to arrange installation.

\*Additional costs may be required if a separate concrete pad is required.

### COMMEMORATIVE TREE AND PLANTER

A commemorative tree may be placed in honor or memory of a loved one in select locations. The species of trees planted will be determined by planting location, tree species compatibility, and the Town's tree planting plan. Commemorative plaques will be placed on or near the planting container to preserve tree health. Trees ordered from April 1 through October 15 will be planted in the late fall. Trees ordered October 16 through March 31 will be planted in the spring. The cost of trees range from \$250.00 to \$450.00 each and include a plaque.

### Tree Planter



A Commemorative tree or shrub and a new steel planter may be placed along Jamestown's streets in collaboration with other outdoor furnishings. The steel planters are available for sponsorship for \$1000.00 each and will be installed at approved sites in the order requests are received. The donor will be contacted once the planter and tree are placed.

### COMMEMORATIVE RECEPTACLE

A commemorative steel receptacle may be placed along Jamestown's streets in collaboration with other outdoor furnishings. The steel receptacles are available for sponsorship for \$1000.00 each and will be installed at approved sites in the order requests are received. The donor will be contacted once the receptacle is placed.



### ONCE YOU HAVE CHOSEN THE GIFT

1. Submit an application to Town Hall.
2. You will be contacted by a member of Town staff to determine the gift's location and expected installation timeline. Once this is done, the donor must submit full payment.
3. Upon receipt of payment, Town staff will order the gift. Payment is not refundable once the order is placed.
4. Town staff will contact donor when the item is received to discuss installation timeline. Installation depends on the time of year and the number of preceding orders.

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NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE & EMAIL \_\_\_\_\_

I WOULD LIKE TO SPONSOR (CHECK ALL THAT APPLY) :

\_\_\_\_\_ 6 FT. BENCH (\$1000) \_\_\_\_\_ TREE AND PLANTER (\$1000)

\_\_\_\_\_ 8 FT. BENCH (\$1200)

\_\_\_\_\_ RECEPTACLE (\$1000) \_\_\_\_\_ TREE ONLY (\$250 to \$450)

PREFERREED LOCATION OF ITEM ( NOT GUARANTEED):

\_\_\_\_\_

INSCRIPTION ON PLAQUE (50 LETTERS PER LINE INCLUDING SPACES)

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

EXPLAIN WHY IS ITEM IS BEING DEDICATED \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## STREETSCAPE SPONSORSHIP PROGRAM

The Town of Jamestown is proud to offer the citizens of Jamestown the ability to give a gift in honor or memory of someone special. Included in the price of select items will be a commemorative plaque as well as installation of the item by the Town of Jamestown Public Services staff. As Town funds are available for matching, the Town Council will accept all such gifts donated under this program and established donation policy\*. In the event that a donor wishes to assume all of the costs of an approved item, the Town will accept the full donation.

For more information please contact Chuck Smith, Director of Public Services, at (336) 454-1138 or view information on the Town's website at [www.Jamestown-nc.gov](http://www.Jamestown-nc.gov)

\* updated 09/01/2017

ONCE THE FORM IS COMPLETED, PLEASE SEND TO:  
PUBLIC SERVICES DEPARTMENT  
301 East Main St., PO Box 848  
Jamestown, NC 27282  
Phone: 336-454-1138, Fax: 336-886-3504  
Website: [www.Jamestown-nc.gov](http://www.Jamestown-nc.gov)