

## **Amberwood Memorial Donations Policy**

This policy establishes AVRA's position on such memorials to be installed on the Amberwood property, to ensure a consistent approach with donors, today and over time. This policy forms a contract between the Amberwood Village Recreation Association (AVRA) and donors, to be administered by the Amberwood Village Golf and Recreation Club (AVGRC).

- Those persons to be memorialized should have enduring ties to the property to be determined at the sole discretion of AVRA.
- Only "lives lived" are eligible for a memorial donation. Other events such as anniversaries, graduations, are not eligible.
- Only trees and benches are offered for memorial donation purposes.
- Applications will be accepted on a first, come, first served basis. The installation/ planting of benches and trees will be subject to AVGRC's operational requirements.
- Memorial trees will be limited to 4 each per year, while memorial benches will be limited to 2 per year, subject to AVGRC's operational requirements.
- Only new trees and benches will be eligible for the memorial program, not trees already in place.
- The current style of bench is the only bench on offer, for consistency.
- Benches will be removed for the winter for storage. In the spring, benches will be placed either on the golf course or near the pickleball courts. AVGRC will determine the exact position of the bench every spring.
- AVGRC will provide a small choice of types and sizes of trees, and will determine where they will be planted, as per operational requirements and determined at their sole discretion.
- The price for a memorial bench is \$5,000 plus HST. The price for a memorial tree starts at \$2,000 plus HST, depending on the size and type of tree. Prices are subject to change, and may be adjusted annually as required. Payment will occur on a one-time basis, with no renewal option.
- The donor may choose whether or not to have a plaque for the memorial tree or bench. One plaque per tree or bench will be permitted, in a style to be chosen and procured by AVRA, for

design consistency. Memorial text may be up to a maximum of 3 lines, 55 characters each, in any language, with final wording to be approved by AVRA at its sole discretion.

- AVGRC's usual, reasonable professional standards will be followed for maintenance of trees and benches. AVRA will provide a 1-year warranty for trees, with a one-time replacement offered for a sick or dead tree during that period. After 1 year following the planting of the tree, or the replacement tree, the contract between AVRA and the donor would be considered null and void.
- No warranty would be offered for benches, which have an expected life span of approximately 10 years. No replacement bench will be provided in the event of a stolen or damaged bench.
- AVRA will make best efforts to return the plaque to the donors for up to 5 years after the tree or bench is installed, in the event that a tree should die or a bench become unusable.
- During golf season, visits to trees/ benches on the course can be made by permission only, or unless a tee time has been booked. Off-season access to the grounds is generally open to the public, except, for example, when the course is closed for walking due to frost.
- Donors may wish to have a ceremony at the tree/bench location after installation, the timing of which could be accommodated on a case-by-case basis. Maintenance of the bench or tree by the donor would not be permitted, nor the addition of elements, memorabilia, etc. beyond the plaque.
- Burial, interment of ashes. or placement of memorial items under, near, around or on the tree or bench are not permitted.
- Memorial trees and benches are offered as a courtesy to donors. The donor agrees to hold AVRA and AVGRC, its officers and employees, free and harmless from any damage or claims of any nature whatsoever that may arise from or through the provision of memorial trees and benches at Amberwood.

For more information, please contact the General Manager of the Amberwood Village Golf and Recreation Club, in person at 54 Springbrook Drive, Stittsville, or by phone at (613) 836-2581.