

Town of Altavista
Community Gift Program

Once your request is received, a member of Town staff will contact you to discuss location, payment, and the expected installation timeline.

Date: _____

Name of Donor(s): _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number (_____) _____

Email address: _____

Item (s):

Inscription on Plaque: Maximum sixty (60) characters:

Preferred location for gift (is not guaranteed):

Submit Completed Form To:

Town Hall
Town of Altavista
P.O. Box 420
Altavista, VA 24517
Phone: (434) 369-5001



Community Gift Program

The Town of Altavista is proud to offer you the opportunity to give a gift that will be enjoyed by the entire community and honor an important individual or group in your life.

These items make great presents for a birthday, wedding, holiday or any occasion.

For more information please contact

Altavista Town Hall
at (434) 369-5001

www.altavistava.gov

Trees:

Trees range in price. Please inquire with the Public Works Department for current pricing which includes the tree, plaque and continued maintenance of the tree (fertilizer, pruning, mulching, etc).

A commemorative tree is selected in consultation with the Public Works Director who will determine the best species for the selected site. Trees can also be integrated into current projects.

To reach Public Works call 434-369-6045.

Benches:

A bench is a wonderful way to honor a friend or relative. New benches will be in the same style as current benches. The bench site will be chosen by the donor in collaboration with Town staff.



Benches are installed at approved sites in the order requests are received. Installation depends on the time of year and the number of preceding orders. Once installed, the contact person will receive notification and a map showing the bench location.

The cost, which includes the bench itself, a commemorative plaque, installation and maintenance for ten years is \$1,200.00. Order time for benches is approximately six (6) weeks. Upon receipt of the bench, the Public Works Department requires a minimum of two weeks to arrange installation.

GUIDELINES:

While contributions may be acknowledged by a plaque, the plaque is symbolic of the donation and does not entitle the donor to ownership of the particular donated item(s). All donated items become property of the Town of Altavista and will be maintained according to the Town policies and priorities.

INSTALLATION: Installation of donated elements, including the donor plaques, will be completed by Town personnel. The installation will be scheduled at a time and date as determined by the Public Works Department so as not to unnecessarily interfere with routine activities.

REMOVAL AND/OR RELOCATION: This section applies to both existing and new donations. The Town reserves the right to remove and/or relocate donated elements and their associated donation acknowledgments plaques, when they interfere with site safety, maintenance or construction activities.

In the event a donation 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 plaque may be, at the donor's request, located on a plaque set aside for this purpose at a designated location.

The full policy related to Park Donations and Guidelines can be found on our website at:

<https://www.altavistava.gov/images/Documents/Park-Donation-Policy-January-14-2020.pdf>