

Sponsor a Tree



Sponsorship of a tree in Cambridge University Botanic Garden can be a beautiful way to commemorate a family anniversary or event, or to remember a loved one.

Your donation will support the essential work of the Garden - from horticulture and plant science to education and outreach.

www.botanic.cam.ac.uk/join-support/sponsor-a-tree

Tree Sponsorship Form

1. Sponsorship of a tree in Cambridge University Botanic Garden (CUBG) costs £600 and each tree sponsorship is for a period of 5 years from the date the sponsorship label is placed on the sponsored tree.
2. There is 1 sponsor per tree. Sponsors are named on the tree label, along with a short message from the sponsor.
3. Tree sponsorship label messages are limited to 120 characters (including spaces and punctuation) over a maximum of 3 lines.
4. Each sponsor receives a sponsorship certificate and a map of CUBG showing where their tree is.
5. At the end of the 5 year sponsorship period, sponsors will be contacted using their last known contact details with the option to renew for a further 5 years. Please keep the Garden's Administration team updated of your address, phone number and email address.
6. The contact details for the Garden's Administration team are:

Garden Administration
Cambridge University Botanic Garden
1 Brookside, Cambridge CB2 1JE
Email: admin@botanic.cam.ac.uk

Phone: +44 (0)1223 336265

7. CUBG cannot guarantee the longevity of individual trees. Should a sponsored tree need to be removed due to plant health, Garden development or safety concerns, the donor will be contacted with a view to identifying a new tree for the remainder of the sponsorship period. There will be no costs to the sponsor should this occur.
8. All trees and sponsorship labels in the Garden are property of CUBG and the responsibility of maintenance falls to CUBG. Sponsors must not clean or alter their sponsorship label without prior permission.
9. Staff at the ticket offices and working in the Garden do not have access to the location of trees and their sponsors. Please therefore check the location of your tree before arrival to avoid disappointment. If you need to check the location with us, please contact the Administration team in advance of your visit with as much notice as possible.
10. Due to the increasing risk from plant diseases and pests, no externally sourced plant material is allowed on-site, therefore floral tributes are not permitted in the Garden.
11. Your sponsorship will be recorded on our website and in the Book of Benefactions which is available to view at the Brookside Offices.
12. Normal garden admission or use of a Friends Membership card is still applicable when visiting.
13. CUBG reserves the right to change these terms and conditions. An updated copy will be sent to you should this occur.

TREE SPONSORSHIP APPLICATION

Name:
Postal address:
Email address:
Telephone number:
Chosen tree from supplied list (please give your top three, should your initial choice be unavailable)
1. _____
2. _____
3. _____
Wording for tree label (maximum of 120 characters, including punctuation and spaces, over a maximum of 3 lines)

Please sign below to confirm your order and acceptance of the Terms and Conditions.

Signed Date

Should you have any questions, please contact Admin on 01223 748449 or by email on admin@botanic.cam.ac.uk.

We will contact you regarding your tree choice, label wording and payment. If you are able to Gift Aid your donation, please complete the Gift Aid Form on the next page.

Return form to: Garden Administration, 1 Brookside, Cambridge CB2 1JE or via our email address: admin@botanic.cam.ac.uk

GIFT AID

If you are a UK taxpayer, as a charity, we may be able to claim Gift Aid on your donation, increasing your gift by 25p for each £1 given. Gift Aid increases the value of your donation at no additional cost to you and will help the Garden to do so much more.

Gift Aid Declaration

I would like to Gift Aid this donation and any donations I make in the future or have made in the past 4 years. I can confirm that I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year (6 April to 5 April), it is my responsibility to pay any difference.

☐ By ticking the box you confirm that you are a UK taxpayer and you agree to the gift aid declaration.

Date

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Donor details

Title First name Surname.....

Address

..... Postcode

Please notify the Finance Team at the Botanic Garden if you:

- Wish to cancel this declaration
- Change your name or address
- No longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HMRC to adjust your tax code.

Finance Department, Cambridge University Botanic Garden, 1 Brookside, Cambridge, CB2 1JE