

Memorial Tablet Application Form

Urmston Cemetery

I wish to apply for a Memorial Tablet in Urmston Cemetery.

Full Name of the Applicant

Address of Applicant

Telephone Email address

Name of Deceased

Length of lease required 5 years 10 years

Please see the Memorial fees booklet, our website or contact our office for the relevant costs

Plaque design

All lease options include a black granite plaque with the first 80 gilded letters. Inscriptions can be longer but there is an additional charge per letter.

Design options include a photo plaque 7cm x 5cm, a simple design or bespoke design can be added for an individual cost. Any design can be priced and produced from existing photographs or pictures. Additional inscriptions can be added to the plaque provided sufficient space is available.

Flowers containers

Floral tributes may be left near the memorial but any withered or dead flowers will be removed on a weekly basis. Any other items will be removed.

Rules

It will be the responsibility of the leaseholder to inform the Manager and Registrar of any change of address within the duration of the lease.

At the end of the lease period, we will write to you at your last known address with details of how you can extend the lease. If we do not receive further instruction regarding the extension of the lease the plaque will be removed and held for a period of 12 months at Altrincham Crematorium. You can contact our office and arrange to collect the plaque during this period.

Liability cannot be accepted for damage caused to a memorial by persons other than Bereavement Services employees.

I have read the information attached and agree to observe the regulations.

Signature of applicant..... **Date**

This form, duly completed, should be returned to the Bereavement Services Office at Altrincham Crematorium, Whitehouse Lane, Dunham Massey, Altrincham, Cheshire WA14 5RH
Tel: 0161 912 1515.

FOR OFFICE USE ONLY

Cremation Number

Application Number

Date of interment.....

Receipt number

Number of Tablet

INSCRIPTION GUIDE BOX FOR BARBICAN TABLET 7" X 5"

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
LINE 1																							
LINE 2																							
LINE 3																							
LINE 4																							
LINE 5																							
LINE 6																							

In order to ensure that inscription will fit onto the Barbican Tablet, please note the following information:-

1. The name uses a larger typeface than the remainder of the inscription and therefore it may not exceed more than 12 letters and/ or spaces per line. The name should be confined to the top 2 lines.
2. Lines 3 & 4 have blacked out boxes these indicate were the drill holes are located on the Granite Tablet – **THESE MUST NOT BE USED.**
3. The lower 2 lines can have up to 23 smaller letters and / or spaces.
4. A maximum of two lines should be used for names. If a third line is required for a name then line 6 may not be used.
5. **DO NOT FORGET TO INCLUDE SPACES IN YOUR INSCRIPTION.** A space counts as a letter or number.
6. We will centre the text on the tablet; this guide box is only to aid your choice of inscription.
7. The inscription **MUST** be clearly written in block capitals. *We are unable to accept responsibility for any incorrect inscription due to illegible or ambiguous writing.*