

# Application Form For A Memorial

FOR OFFICE USE

No.....

Receipt No.....

Allocated .....

(Mr/Mrs/Miss/Ms) Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone No \_\_\_\_\_

Email \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

It is understood that unless renewed, this memorial shall cease at the end of the leased period.  
I have read and understood the terms and conditions overleaf.

I enclose cheque/ postal order for £ \_\_\_\_\_ Payable to London Borough of Hillingdon

Card payments are also accepted upon receipt of order.

## Description of memorial (indicate where appropriate)

Single cloister wall plate   
Double cloister wall plate   
Rose bush and plate   
Additional/replacement plate

Columbarium \*   
Ornamental shrub and plate \*   
Ornamental tree and plate \*   
Rose tree and plate \*

\* Contact office for availability

Name of Deceased \_\_\_\_\_

## Inscription

Motif (where applicable) \_\_\_\_\_

## Office use only

Location \_\_\_\_\_ Section \_\_\_\_\_ No \_\_\_\_\_



# HILLINGDON

LONDON

## TERMS & CONDITIONS OF LEASE

The crematorium cannot accept responsibility for any floral tributes, plants or other items left within the crematorium grounds

**No planting or placing of any items, of any type, is allowed at any memorial within the grounds, except in the designated areas**, which are Hall of Memory (Flower Hall), Cloister Flower Wells and individual garden niches or vases. (Ornamental Tree leases will permit planting of bedding plants only in the small circle at the base of the tree)

Any items placed at a memorial will be removed without prior notice

The memorial (excluding plate) remains the property of the crematorium by whom they will be maintained or replaced as appropriate.

The crematorium cannot accept any liability for missing or broken plates

The memorial lease period may be renewed at the end of the lease, on payment of the appropriate fee.

It is the responsibility of the memorial lease holder to ensure that the lease is renewed by the appropriate date, if you wish to continue the memorial right. The crematorium will write to the last known address of the memorial owner when the memorial lease is due for renewal, (usually one month before). You are recommended to notify the crematorium office if you change your address.

In the case where the memorial lease is not renewed, the inscription plate(s) will be removed one month after the renewal date has expired. The memorial will then be available to lease to new owners.

## GARDENS OF REMEMBRANCE

**No memorial items** should be left within the Gardens of Remembrance as this is an area available to everyone and not just an individual. (These include ornaments, vases, bird boxes, wind chimes, photographs, cards, artificial flowers, pebbles, solar lights etc)

**Any memorial items left on the Garden of Remembrance will be removed by crematorium staff.**