

BIRTLEY CREMATORIUM

Memorial Wall Plaque Information and Order Form

Return address:-

Bereavement Services

Communities and Environment

Civic Centre, Regent Street, Gateshead. NE8 1HH

1. Applicants Details

Name

Address

.....

Post Code Telephone Number

2. Cost

Please see current price list . The fee, which includes the inscription will be in place for a ten year period. Additional inscriptions are permitted at any time during the length of the 10 year period and will be in the form of a replacement plaque, the cost of which will be determined on application. Please be aware that any replacement will only be in place for the remainder of the 10 year period.

3. Guidelines for Inscription

Only one character per space and one space between each word must be shown on the attached grid.

A character includes any letter, number, punctuation mark, symbol etc.

Please use BLOCK CAPITALS when completing the grid.

Names can go over two lines.

4. How many lines of dedication can I have on a plaque?

You are allowed to use up the whole of the grid for your dedication but you must be aware that the finished size of the characters on the plaque will be determined by the amount of characters requested.

5. Do I have to use the whole of the plaque?

When considering the wording for the memorial it is not necessary to fill the whole plaque. It is quite acceptable to use only three to four lines.

6. Will I be able to see the layout of the memorial?

You will receive a layout drawing of your memorial (NOT TO SCALE) designed for you to read and may any corrections if necessary, then sign and return to us.

PLEASE TURN OVER THE PAGE, READ AND SIGN THE TERMS AND CONDITIONS, THEN RETURN TOGETHER WITH COMPLETED GRID AND PAYMENT TO GATESHEAD COUNCIL.

Terms and Conditions

1. The positioning of the memorial shall be determined by the Bereavement Services Office and is not negotiable.
2. On expiry of the ten-year period the applicant will receive notification from the Bereavement Office that the plaque will be removed. Arrangements can be made, at this time, to extend the period of the plaque for a further 10 years at a cost appropriate at the time. To enable the Bereavement Services Office to contact you on expiry of the plaque, please keep us informed of any change of address.
2. Floral tributes are only permitted in the floral bouquet holders supplied. Unauthorised items will not be permitted and will be disposed of without prior notice.
3. Gateshead Council will not accept responsibility for any damage, theft or wear and tear of the plaque.
4. The plaque may take between 8 to 10 weeks before it is placed on the wall, this is dependant on the time lapsed from signing the proof as correct and returning to the address as shown overleaf.
5. On expiry, the plaque can be collected by the applicant, by prior arrangement with the Bereavement Services Office.

To be completed by the applicant

I confirm that I have read and understood the above conditions and agree to abide by them.

Signed Dated

Print name

For office use only

Date received Receipt No.

Amount paid Payment method: Cash/Cheque/Card/Other

Plaque number allocated

Fax to supplier

Proof sent to applicant

Returned as correct

Returned to supplier

Erected on wall