

# CITY OF YORK CREMATORIUM

## GRANITE SHAPED PLANTER ORDER FORM

Please complete this application form in **BLOCK CAPITALS** and check details carefully as mistakes cannot be rectified afterwards

|   |                          |
|---|--------------------------|
| Memorial plaque with inscription (10 or 20 year lease)    | <input type="checkbox"/> |
| Memorial plaque with inscription and any design or emblem | <input type="checkbox"/> |

**Please enter your inscription below**

The name uses a larger typeface therefore it may not exceed more than 15 letters and or spaces per line.

|        | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|--------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|
| Line 1 |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |
| Line 2 |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |
| Line 3 |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |
| Line 4 |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |
| Line 5 |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |

Shaded areas show spaces which may not be used these are for the fixing screws.

|                 |  |       |  |
|-----------------|--|-------|--|
| Applicants Name |  |       |  |
| Address         |  |       |  |
| Postcode        |  |       |  |
| Telephone       |  | Date  |  |
| Signed          |  | Email |  |

Please refer to the City of York Council website for fees and charges and ways to pay or contact the office on 01904 552071.

| FOR OFFICE USE ONLY |               |               |
|---------------------|---------------|---------------|
| ORDER DATE          | APPROVED DATE | RECIEVED DATE |
| C NO.               | RECEIPT NO.   | LOCATION      |

## **GRANITE SHAPED PLANTER ORDER FORM**

**In order to ensure that this inscription will fit onto the granite tablet, please note the following guidelines**

- The top two lines are permitted for placement of names.
- The lightly shaded area is where the motif will be placed if applicable.
- The fixing holes are located where the shaded boxes are on Line 3 and cannot be used. This line is recommended for dates.
- Lines 4 & 5 may have 20 smaller letters and or spaces. A space will count as a letter or a number.
- We will centre the text on the inscription tablet. This guide box is only to aid your choice of inscription
- The inscription must be clearly written in legible letters /numbers/ punctuation markings.
- We are unable to accept responsibility for an incorrect inscription due to illegible or ambiguous writing; however, we will endeavour to contact the applicant in order to resolve any enquiry, in order to resolve such a problem.
- Applicants must note that any query may delay the ordering and placement of the inscribed memorial tablet.

### **Conditions and Regulations**

- Delivery of the tablet takes between 6 to 8 weeks to be manufactured
- The tablet is leased for a period of 10 or 20 years with the option to renew for a further period of 5 years at the then appropriate cost.
- A vase is provided for flowers please refrain from placing memorabilia on or around the memorial.
- At the end of the lease period the City of York Council will write to the last known address of the applicant offering the option to renew at the appropriate fee. If the agreement is not renewed the tablet will be removed from display.
- City of York Council will endeavour to ensure the tablet is kept in a reasonable condition and will accept no responsibility for damage caused other than by its own negligence.
- City of York Council reserves the right to alter or amend as may be found necessary or to refuse an inscription that is considered unsuitable.