

CITY OF YORK CREMATORIUM

SUMMERHOUSE MEMORIAL 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
 A maximum of 92 letters – 70 with design including the name of deceased.
 N.B. letters must include spaces and characters

	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

Applicants Name			
Address			
Postcode			
Telephone		Date	
Signed		Email	

Please refer to the City of York Council website for fees 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

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In order to ensure that this inscription will fit onto the Vase tablet, please note the following information.

- The name uses a larger typeface than the remainder of the inscription and therefore it may not exceed more than 15 letters and /or spaces per line indicated by dotted line.
- A maximum of two lines should be used for names
- Lines not used for names may have a maximum of 20 smaller letters and/or spaces. Do not forget to include spaces in your inscription – a space counts as a letter or 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.

Subject to the following conditions

- Delivery of the tablet takes between 6 to 8 weeks to be manufactured
- The tablet is leased for a period of 10 years with the option to renew for a further period of 5 years at the then appropriate cost.
- 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.