

APPLICATION FOR A HANGING BASKET OR FLOWER TROUGH *(please complete both sides)*

Plaque Number			Position	
Trough Outside:	South Chapel	Hanging Basket Outside:	South Chapel	Tea Room
	East Chapel		East Chapel	Office

Inscription (Max. 18 characters per line and 72 characters in total excluding spaces)

Please ensure that you have checked carefully your inscription below, as mistakes cannot be altered afterwards. The Council reserves the right to vary any inscription as may be found necessary or to refuse wording which is considered unsuitable.

Please supply and fix a plaque on a hanging basket or flower trough with the above inscription for a lease period of one year. I understand that the planting will take place twice yearly, in the spring and autumn. I understand that additional memorabilia (for example, cards, photos, glass, metal and ceramic objects) will not be permitted on or near the basket or trough and will be removed.

I enclose a total payment of: <i>Cheques are made payable to the London Borough of Havering.</i>	£	Please call me to take payment by debit or credit card.	£
Applicant <i>I understand that as the memorial owner, it is my responsibility to contact the authority if I wish to renew the lease for a further one year and to inform the authority of any change to my address.</i>			
Mr/Mrs/Miss/Ms <i>Please indicate</i>	Surname	First Names	
Address			Postcode
Telephone		Email	
Signature of owner		Date	
For office use only			
Plaque No.		Position	
		Lease end	
			SEC No.

The Gardens of Remembrance are open daily 9.00am – 7.00pm (April to October) and 9.00am – 4.00pm (Nov to March) including Christmas Day, Boxing Day, New Year's Day and all other Bank Holidays.

Bereavement and Registration Services, South Essex Crematorium, Ockendon Road, Upminster RM14 2UY

Tel: 01708 434433 Fax: 01708 434422 Email: cemeteries@havering.gov.uk

The supply of the memorial is governed by the Sale and Supply of Goods Act 1994