



APPLICATION FOR A BENCH / CHAIR MEMORIAL *(please complete both sides)*

Seating required <i>Tick as appropriate</i>	Wooden Chair		Wooden Bench		Bench made from Recycled Plastic	
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Inscription (Max. 24 characters per line and 80 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 an inscription which is considered unsuitable.

Please supply the requested seating and fix a plaque with the above inscription for a lease period of ten years. I understand that I will be offered the opportunity to renew the lease after 10 years and that additional memorabilia (for example, cards, photos, glass, metal and ceramic objects) will not be permitted on or around the bench and will be removed. If I do not renew the lease I may remove the bench/chair from the Gardens of Remembrance or cemetery once I have advised the office.

Bench/Chair with first plaque	£		
Additional plaque only	£		
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 understand that as the memorial owner, it is my responsibility to contact the authority if I wish to renew the lease for a further 10 years and to inform the authority of any change to my address.

Mr/Mrs/Miss/Ms <i>Please indicate</i>	Surname	First Names					
Address							
							Postcode
Telephone				Email			
Signature of owner				Date			
For office use only							
Bench No.		Position		Lease end		SEC No.	

The Gardens of Remembrance and Upminster Cemetery 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@haverling.gov.uk

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