



## APPLICATION FOR A LEAF ON THE MEMORIAL TREE IN THE HALL OF REMEMBRANCE

**Inscription** *Please include any names and dates required. Names will appear in Bold Uppercase and the inscription will be centred. The final font size on your leaf will be adjusted according to the number of characters per line. The inscription below will be faithfully reproduced on the leaf memorial; it is your responsibility to ensure that the wording is correct on this application form. The council reserves the right to vary any inscription as may be found necessary or to refuse wording which is considered unsuitable.*

**Line 1** *20 characters inc. spaces*

**Line 2** *24 characters inc. spaces, suitable for names*

**Line 3** *24 characters inc. spaces, suitable for names*

**Line 4** *24 characters inc. spaces, suitable for names*

**Line 5** *20 characters inc. spaces*

**Line 6** *20 characters inc. spaces BUT not available if lines 2, 3 and 4 contain names.*

**Leaf Memorial (reserved with office)**

**Number**

**Suffix**

**New**

**Replacement**

*Please delete as appropriate*

I wish to apply for a Memorial Leaf on the Memorial Tree in the Hall of Remembrance at South Essex Crematorium. Please supply a leaf in the above position with the above inscription. I understand that memorabilia (for example, cards, photos, flowers, ceramic objects, toys) will not be permitted in the Hall of Remembrance including on, or at the foot of the Memorial Tree.

## Applicant Details

*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.*

<b>Mr/Mrs/Miss/ Ms</b> <i>Please indicate</i>	<b>Surname</b>	<b>First Names</b>				
<b>Address</b>						<b>Postcode</b>
<b>Telephone</b>		<b>Email</b>				
<b>I enclose a payment of</b>	<b>£</b>	<b>Please call me to take payment by debit or credit card</b>				
<b>Signature of Owner</b>		<b>Date</b>				
<b>For office use only</b>						
<b>Leaf No.</b>		<b>Right Facing</b>		<b>Left Facing</b>		<b>SEC No.</b>

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](mailto:cemeteries@havering.gov.uk)

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