

Leicester City Council  
Cemetery &  
Crematorium  
Memorials  
2015-16

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**This brochure is designed to help you choose and dedicate a memorial to your loved ones at Leicester's cemeteries and crematorium. The memorials in this brochure can be ordered directly from Bereavement Services.**

**Please take the time to read the information carefully, and if you have any questions or queries, please do not hesitate to contact us:**

**Bereavement Services**

**Leicester City Council**

**Gilroes Cemetery & Crematorium**

**Groby Road**

**Leicester**

**LE3 9QG**

**Telephone: 0116 373 7327**

**Email: [cemeteries@leicester.gov.uk](mailto:cemeteries@leicester.gov.uk)**

**Web: [www.leicester.gov.uk/bereavementservices](http://www.leicester.gov.uk/bereavementservices)**

## Memorial options

A wide range of designs are available on all of the granite cremation memorials. We recommended that you contact our office first, and make an appointment so that you can choose the memorial you want and discuss any designs you may like to include.



### Sanctum 12 vault

A distinctive columbaria with twelve individual vaults with black granite memorial plaques. Each vault allows for two caskets of cremated remains to be placed inside. Vaults are available in the designated cremated remains garden at Gilroes Cemetery.



### Sanctum 2000 vault

An individual above ground vault made of grey granite with a polished black granite memorial plaque. The vault allows for two caskets of cremated remains to be placed inside.

A vase for fresh flowers is set into the base of the memorial.



### Octagonal Memorial Planters

The honeycomb and grey granite memorial planters contain memorial plaques that can be dedicated to a loved one for a period of 10 years. You may either renew the dedication or collect the plaque at the end of the dedication period.

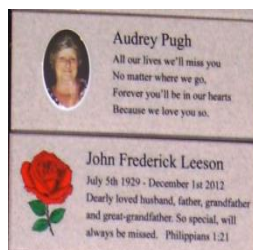
The top of planter is planted with flowers, with additional posy holders located around the base for fresh flowers.



### Barbican Memorial Plaque

A beautiful granite memorial plaque mounted on a central pink granite memorial column in the new gardens and memorial seating areas at Gilroes cemetery and crematorium.

Plaques can include inscriptions, designs and ceramic photos.



### Athenia Memorial Plaque

Wall mounted granite plaques available on a 10 year lease and displayed in the Book of Remembrance room. The Athenia plaques can include ceramic photographs and emblems in the design. You may either renew the dedication or collect the plaque at the end of the dedication period.

## Granite Sloping Vase Tablet



A polished black granite tablet with gold coloured vase inset for fresh flowers.

Tablets are available on a 20 year lease or as a permanent memorial on a cremated remains plot. You may either renew the dedication or collect the plaque at the end of the dedication period.

## Books of Remembrance



Carefully hand bound in traditional natural materials, the Books of Remembrance provides a permanent and beautiful memorial. Each day of the year the book is turned so that every year the entry is displayed for an anniversary. The Book is on view in the Remembrance building at the front of the crematorium.

As well as seeing your entry in the hand written book on the chosen date, a digital image of the entry is available every day of the year in the digital Book of Remembrance. The digital book allows for further pages of photographs, poems or a biography to be added to the original book entry.

## Miniature books and memorial cards



The miniature books and memorial cards contain a copy of the original Book of Remembrance entry, inscribed by the same artists and craftsmen. Miniature books are hand bound, covered in grey suede and embossed with the word 'Remembrance' on the cover. They have several pages and may contain a number of entries or other suitable wording.

## Memorial Rose Bush



Memorial rose gardens have been planted at Gilroes and Saffron Hill Cemeteries. A rose in one of these gardens may be dedicated in memory of a loved one for a period of five years, after which the dedication is renewable.

When a dedication is made, a plaque bearing an inscription is placed in front of the rose. A rose may be dedicated for two people in which case a double plaque will be provided. The rose gardens are kept to a high standard and replanted as necessary.

## Memorial Trees



Memorial trees have been planted at Gilroes and Saffron Hill Cemeteries.

Trees may be dedicated in memory of a loved one for a period of ten years, after which the dedication is renewable.

## Memorial Benches



Memorial garden benches are available within the cemeteries in areas of peaceful reflection. Benches may be dedicated in memory of a loved one for a period of ten years, after which the dedication is renewable.

## Granite Cremation Memorials

ITEM	LEASE PERIOD	PRICE	RENEWAL
<b>Sanctum 12 vault</b> Price includes first 80 letters of inscription	10 years 20 years 50 years	£550 £750 £1,000	£275 £375 £500
<b>Sanctum 2000 vault</b> Price includes first 80 letters of inscription	10 years 20 years 50 years	£600 £800 £1,100	£300 £400 £550
<b>Second inscription to Sanctum vault</b> Price includes up to 80 letters of inscription		£300	
<b>Additional Sanctum lettering</b> (price per letter)		£2.25	
<b>Photo plaques for Sanctums</b>		£110	
<b>Octagonal Memorial planter</b> Price includes inscription	10 years	£350	£175
<b>Octagonal Memorial planter</b> Price includes inscription and additional design	10 years	£400	£175
<b>Barbican Memorial Plaque</b> Price includes inscription	10 years	£350	£125
<b>Barbican Memorial Plaque</b> Price includes inscription & additional design or ceramic photo	10 years	£400	£125
<b>Athenia Memorial Plaque</b> Price includes inscription	10 years	£200	£100
<b>Athenia Memorial Plaque</b> Price includes inscription & additional design or ceramic photograph	10 years	£250	£100
<b>Granite Sloping Vase Tablet</b> Price includes inscription	20 years	£380	£190
<b>Granite Sloping Vase Tablet</b> Price includes inscription & additional design or photograph	20 years	£500	£190

## Books of Remembrance

BOOK OF REMEMBRANCE <sup>1</sup>		DIGITAL BOOK OF REMEMBRANCE	
Two line entry	£72	Existing inscription digitalised	£40
Five line entry	£140	Photograph	£40
Five line entry and emblem	£165	*Poem, Hymn or Verse (35 Letters Per Line)	£40
Eight line entry	£195	*Biography (35 Letters Per Line)	£40
Eight line entry and emblem	£240	Additional access cards	£7.50

1. Price includes duplicate entry into digital Book of Remembrance and one access card

## Miniature Books of Remembrance and Memorial Cards

MINIATURE BOOK		MEMORIAL CARDS	
Two line entry	£54	Two line entry	£34
Five line entry	£62	Five line entry	£46
Five line entry and emblem	£88	Five line entry and emblem	£67
Eight line entry	£88	Eight line entry	£67
Eight line entry and emblem	£105	Eight line entry and emblem	£77

## Memorial Roses, Trees and Benches

ITEM	LEASE PERIOD	PRICE	RENEWAL
Memorial Rose Bush including plaque	5 years	£150	£82
Rose Bush Additional Bronze Plaque		£85	
Memorial Tree	10 years	£205	£150
Memorial Bench	10 years	£900	£450

# SANCTUM VAULT ORDER FORM

Memorial	Please tick lease option required				Fee	
Sanctum 12 vault	10 years		20 years		50 years	£
Sanctum 2000 vault	10 years		20 years		50 years	£
Design						£
Additional Inscription						£

**Please enter your inscription below.**  
 A maximum of 30 letters per line and a maximum of 11 lines  
 N.B. letters must include spaces and characters

1 (Name)

2

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11

**Total Value of Order: £**

Please read and confirm your understanding of the terms and conditions of the lease for this memorial.

Mrs/Miss/Ms/Mr .....

Address .....

.....

Tel No .....

Email .....

Signed .....

Please enclose cheque or P.O. payable to Leicester City Council

**FOR OFFICE USE ONLY**

ORDER DATE:	APPROVED DATE:	RECEIVED DATE:
CREMATION NUMBER:	RECEIPT NUMBER:	

## Sanctum Vaults Terms & Conditions of Lease

1. The Sanctum vault must be purchased from the Council and remains the property Leicester City Council throughout the lease period, with the exception of the memorial plaque, which becomes the property and responsibility of the lease holder.
2. The lease period is granted for the period specified on the order form and allows up to two sets of cremated remains to be placed in the Vault.
3. The inscription on the plaque must be approved by the Council (which reserves the right to reject any inscription which it considers to be unsuitable or offensive), before the plaque can be manufactured.
4. A qualified person, appointed by the Council, must fix the plaque onto the Sanctum.
5. The inscription on the plaque must not be altered or amended, once it has been fixed into place, without prior permission of the Council. The Council will remove the plaque if it has been altered or amended.
6. A suitably qualified person, appointed by the Council, must carry out any alterations, amendments or repairs to the inscription on the plaque.
7. The Grantee is responsible for maintaining the plaque in good condition. If the plaque is removed, damaged or displaced from the Sanctum area at Gilroes cemetery, it must be replaced within six months, at the cost of the Grantee, through the Council.
8. If the plaque, or any replacement plaque, cannot be displayed on the Sanctum, for any reason, the Council may terminate the rights granted to the Grantee and refund a proportion of the fee, equivalent to the proportion of the lease period which is expired.
9. The council shall not be liable for the loss, damage or deterioration of the Sanctum plaque.
10. This lease may be renewed on expiry by payment of the appropriate fee ruling at the date. Any application for an extension of the lease period must be made in writing to the Council, at least one month before the expiry of the original lease period.
11. If at the end of the lease period the plaque is in a poor state of repair, the Council will refuse the right to re-lease the vault, unless the Grantee agrees to purchase a replacement Sanctum Plaque.
12. If at the end of the lease period the right to the Sanctum is not renewed, then, in the absence of any other instructions, after a period of six months from the renewal date, the cremated remains will be removed from the vault and will be strewn within Crematorium grounds. The Sanctum Plaque will be retained for six months for collection by the grantee. If not collected within that period the Council will dispose of it.
13. It is the responsibility of the grantee to ensure that the rights are renewed. Although the Council will endeavour to contact the grantee before expiry of the right, no responsibility can be accepted for action taken in the absence of renewal of the right, or alternative instructions from the grantee.
14. The Grantee shall comply with any rules or regulations which may be made by the Council relating to the Sanctum 12/2000 plaque within Gilroes Cemetery.

### **Declaration**

I have read and understood the conditions imposed on the lease of a Sanctum vault, and agree to abide by those conditions.

**Applicant's signature:**

**Print name:**

**Date:**



# OCTAGONAL MEMORIAL PLANTER ORDER FORM

Memorial	Fee	Please Tick Option Required
Plaque with inscription	£350	
Plaque with inscription and any design or emblem	£400	
<b>Please enter your inscription below.</b> A maximum of 38 letters per line and a maximum of 6 lines N.B. letters must include spaces and characters		
1 (Name)		
2		
3		
4		
5		
6		
<b>Total Value of Order: £</b>		

Please read and confirm your understanding of the terms and conditions of the lease for this memorial.

Mrs/Miss/Ms/Mr .....

Address .....

Tel No ..... Other No.....

Email: .....

Signed .....

Please enclose cheque or P.O. payable to Leicester City Council

## FOR OFFICE USE ONLY

ORDER DATE:

APPROVED DATE:

RECEIVED DATE:

CREMATION NUMBER:

RECEIPT NUMBER:

## **Octagonal Memorial Planter** **Terms & Conditions of Lease**

1. The plaque must be purchased from the Council. It will be made of black granite.
2. The lease is granted for a period of ten years.
2. The inscription on the plaque must be approved by the Council (which reserves the right to reject any inscription which it considers to be unsuitable or offensive), before the plaque is fixed to the memorial wall.
3. A suitably qualified person, appointed by the Council, must fix the plaque to the Octagonal planter.
4. The inscription on the plaque must not be altered or amended without prior permission of the Council, once it has been fixed into place. The Council will remove the plaque if it has been altered or amended without permission. A replacement plaque must be purchased from the Council, if the inscription is to be altered from the original wording.
5. A suitably qualified person, appointed by the Council, must carry out any alterations, amendments or repairs to the inscription or the plaque.
6. The Grantee is responsible for maintaining the plaque in good condition. If the plaque is removed, damaged or displaced from the Octagonal Planter, it must be replaced within six months, at the cost of the Grantee, through the Council.
7. The Council may remove the plaque temporarily to allow repairs to be carried out to the Planter.
8. The flower bay at the base of the Octagonal Planter allows cut floral tributes to be placed in the allocated vase. The vases provided must be used and no other forms of ornamentation are allowed to be placed on or near the Planter.
9. If the plaque, or any replacement plaque, cannot be displayed on the memorial tower, for any reason, the Council may terminate the rights granted to the Grantee and refund a proportion of the fee, equivalent to the proportion of the lease period which is expired.
10. The council shall not be liable for the loss, damage or deterioration of the plaque.
11. This lease may be renewed on expiry by payment of the appropriate fee ruling at the date. Any application for an extension of the lease period must be made in writing to the Council, at least one month before the expiry of the original lease period.
12. It is the responsibility of the grantee to ensure that the lease is renewed. Although the Council will endeavour to contact the grantee before expiry of the lease, no responsibility can be accepted for action taken in the absence of renewal of the lease, or alternative instructions from the grantee.
12. If the Grantee chooses not to renew the lease on the memorial tower, after the expiry of the lease period, then the Council will permanently remove the plaque, which may then be taken away from the cemetery by the Grantee. If the Grantee wishes to take the plaque away, the Grantee must do so within one month of the expiry of the grant, otherwise the Council will dispose of it. If the Grantee fails to give instructions concerning the plaque, when the grant expires, the Council will dispose of the plaque three months from the end of the grant.
13. The Grantee shall comply with any rules or regulations which may be made by the Council relating to the plaque within the Cemetery.

### **Declaration**

I have read and understood the conditions imposed on the lease of the Granite Plaque on the Octagonal Memorial Planter and agree to abide by those conditions.

**Applicant's signature:**

**Print name:**

**Date:**



# BARBICAN MEMORIAL PLAQUE ORDER FORM

Memorial	Fee	Please Tick Option Required
Plaque with inscription	£350	
Plaque with inscription and any design or emblem	£400	
Plaque with inscription and ceramic photograph	£400	

**Please enter your Inscription below**

- a) The name uses a larger typeface than the remainder of the inscription and therefore it may not exceed more than 12 letters and/ or spaces per line. The name should be confined to the top 2 lines.
- b) Lines 3 & 4: maximum of 15 letters for inscription or 13 with design/photo due to fitting holes
- c) The lower 2 lines can have up to 18 smaller letters and / or spaces.
- d) **DO NOT FORGET TO INCLUDE SPACES IN YOUR INSCRIPTION.** A space counts as a letter or number.

1
2
3
4
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6

**I also require an emblem in the form of:**

**Flower (please name the flower and its colour)**

**Emblem (please enclose an illustration)**

**Photograph (please enclose an illustration)**

**Total Value of Order: £**

Please read and confirm your understanding of the terms and conditions of the lease for this memorial.

Mrs/Miss/Ms/Mr .....

Address .....

.....

Tel No .....

Email .....

Signed .....

Please enclose cheque or P.O. payable to Leicester City Council

**FOR OFFICE USE ONLY**

ORDER DATE:

APPROVED DATE:

RECEIVED DATE:

CREMATION NUMBER:

RECEIPT NUMBER:

## Barbican Memorial Plaque Terms & Conditions of Lease

1. The Barbican Memorial Plaque must be purchased from the Council. The plaque will be granite and measure 7" x 5".
2. The lease is granted for a period of ten years and is renewable at the end of the term.
3. The inscription on the plaque must be approved by the Council (which reserves the right to reject any inscription which it considers to be unsuitable or offensive), before the plaque is fixed to the memorial.
4. A suitably qualified person, appointed by the Council, must fix the plaque to the memorial.
5. The inscription on the plaque must not be altered or amended without prior permission of the Council, once it has been fixed into place. The Council will remove the plaque if it has been altered or amended without permission. A replacement plaque must be purchased from the Council, if the inscription is to be altered from the original wording. Prior permission from the Council is sought before any alteration is made.
6. A suitably qualified person, appointed by the Council, must carry out any alterations, amendments or repairs to the inscription or the plaque.
8. The Grantee is responsible for maintaining the plaque in good condition. If the plaque is removed, damaged or displaced from the memorial wall, it must be replaced within six months, at the cost of the Grantee, through the Council.
9. The Council may remove the plaque temporarily to allow repairs or maintenance to be carried out to the Book of Remembrance room.
10. If the plaque, or any replacement plaque, cannot be displayed on the memorial, for any reason, the Council may terminate the rights granted to the Grantee and refund a proportion of the fee, equivalent to the proportion of the lease period which is expired.
11. The council shall not be liable for the loss, damage or deterioration of the plaque.
12. This lease may be renewed on expiry by payment of the appropriate fee ruling at the date. Any application for an extension of the lease period must be made in writing to the Council, at least one month before the expiry of the original lease period.
13. It is the responsibility of the grantee to ensure that the lease is renewed. Although the Council will endeavour to contact the grantee before expiry of the lease, no responsibility can be accepted for action taken in the absence of renewal of the lease, or alternative instructions from the grantee.
14. If the Grantee chooses not to renew the lease on the memorial, after the expiry of the lease period, then the Council will permanently remove the plaque, which may then be taken away from the cemetery by the Grantee. If the Grantee wishes to take the plaque away, the Grantee must do so within one month of the expiry of the grant, otherwise the Council will dispose of it. If the Grantee fails to give instructions concerning the plaque, when the grant expires, the Council will dispose of the plaque three months from the end of the grant.

### **Declaration**

I have read and understood the conditions imposed on the lease of the Barbican Memorial Plaque at Gilroes Cemetery, and agree to abide by those conditions.

**Applicant's signature:**

**Print name:**

**Date:**



# ATHENIA MEMORIAL PLAQUE ORDER FORM

Memorial	Fee	Please Tick Option Required
Plaque with inscription	£200	
Plaque with inscription and any design or emblem	£250	
Plaque with inscription and ceramic photograph	£250	

**Please enter your Inscription below**

First line only max. 32 letters, or 26 letters if there are flower, emblem or photograph designs.  
 A maximum of 50 letters per line thereafter, or 40 letters with a photograph or design, and a maximum of 5 lines in total  
 N.B. letters must include spaces and characters

1(Name)

2

3

4

5

**I also require an emblem in the form of:**

**Flower (please name the flower and its colour)**

**Emblem (please enclose an illustration)**

**Photograph (please enclose an illustration)**

**Total Value of Order: £**

Please read and confirm your understanding of the terms and conditions of the lease for this memorial.

Mrs/Miss/Ms/Mr .....

Address .....

.....

.....

Tel No .....

Email .....

Signed .....

Please enclose cheque or P.O. payable to Leicester City Council

**FOR OFFICE USE ONLY**

ORDER DATE:

APPROVED DATE:

RECEIVED DATE:

CREMATION NUMBER:

RECEIPT NUMBER:

## Athenia Plaque Terms & Conditions of Lease

1. The Athenia Memorial Plaque must be purchased from the Council.
2. The lease is granted for a period of ten years and is renewable at the end of the term.
3. The inscription on the plaque must be approved by the Council (which reserves the right to reject any inscription which it considers to be unsuitable or offensive), before the plaque is fixed to Book of Remembrance room wall.
4. A suitably qualified person, appointed by the Council, must fix the plaque to the wall.
5. The inscription on the plaque must not be altered or amended without prior permission of the Council, once it has been fixed into place. The Council will remove the plaque if it has been altered or amended without permission. A replacement plaque must be purchased from the Council, if the inscription is to be altered from the original wording. Prior permission from the Council is sought before any alteration is made.
6. A suitably qualified person, appointed by the Council, must carry out any alterations, amendments or repairs to the inscription or the plaque.
8. The Grantee is responsible for maintaining the plaque in good condition. If the plaque is removed, damaged or displaced from the memorial wall, it must be replaced within six months, at the cost of the Grantee, through the Council.
9. The Council may remove the plaque temporarily to allow repairs or maintenance to be carried out to the Book of Remembrance room.
10. If the plaque, or any replacement plaque, cannot be displayed on the memorial wall, for any reason, the Council may terminate the rights granted to the Grantee and refund a proportion of the fee, equivalent to the proportion of the lease period which is expired.
11. The council shall not be liable for the loss, damage or deterioration of the plaque.
12. This lease may be renewed on expiry by payment of the appropriate fee ruling at the date. Any application for an extension of the lease period must be made in writing to the Council, at least one month before the expiry of the original lease period.
13. It is the responsibility of the grantee to ensure that the lease is renewed. Although the Council will endeavour to contact the grantee before expiry of the lease, no responsibility can be accepted for action taken in the absence of renewal of the lease, or alternative instructions from the grantee.
14. If the Grantee chooses not to renew the lease on the memorial wall, after the expiry of the lease period, then the Council will permanently remove the plaque, which may then be taken away from the cemetery by the Grantee. If the Grantee wishes to take the plaque away, the Grantee must do so within one month of the expiry of the grant, otherwise the Council will dispose of it. If the Grantee fails to give instructions concerning the plaque, when the grant expires, the Council will dispose of the plaque three months from the end of the grant.

### **Declaration**

I have read and understood the conditions imposed on the lease of the Athenia Plaque in the Book of Remembrance room at Gilroes Cemetery, and agree to abide by those conditions.

**Applicant's signature:**

**Print name:**

**Date:**



# GRANITE SLOPING VASE TABLET ORDER FORM

Memorial	Fee	Please Tick Option Required
With inscription only	£380	
With inscription and any design or emblem	£500	

**Please enter your inscription below.**

A maximum of 38 letters per line and a maximum of 10 lines of inscription per memorial tablet.  
 (Please ensure you leave enough space / lines for any future inscriptions to be added)  
 N.B. letters include all spaces and characters

1(Name)

2

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**I also require an emblem in the form of:**

**Flower (please name the flower and its colour)**

**Emblem (please enclose an illustration)**

**Total Value of Order: £**

Please read and confirm your understanding of the terms and conditions of the lease for this memorial.

Mrs/Miss/Ms/Mr .....

Address .....

Tel No .....

Email .....

Signed .....

Please enclose cheque or P.O. payable to Leicester City Council

**FOR OFFICE USE ONLY**

ORDER DATE:

APPROVED DATE:

RECEIVED DATE:

CREMATION NUMBER:

RECEIPT NUMBER:

## Sloping Vase Tablet Terms & Conditions of Lease

1. The Sloping vase tablet (Tablet) must be purchased from the Council. The Tablet will be made of Black Granite.
2. The lease is granted for a period of twenty years.
3. The inscription on the Tablet plaque must be approved by the Council (which reserves the right to reject any inscription which it considers to be unsuitable or offensive), before the Tablet can be manufactured.
4. A qualified person, appointed by the Council, must fix the Tablet in the cemetery.
5. The inscription on the Tablet must not be altered or amended, once it has been fixed into place, without prior permission of the Council. The Council will remove the Tablet if it has been altered or amended.
6. A suitably qualified person, appointed by the Council, must carry out any alterations, amendments or repairs to the inscription on the Tablet.
7. The Grantee is responsible for maintaining the Tablet in good condition. If the Tablet is removed, damaged or displaced from the cemetery, it must be replaced within six months, at the cost of the Grantee, through the Council.
8. The Grantee may arrange flowers in the vase container on the Tablet. No other floral tributes or ornamentation must be placed around the Tablet.
9. The Council may remove the Tablet temporarily to allow repairs to be carried out to the cemetery.
10. If the Tablet, or any replacement Tablet, cannot be displayed in the cemetery, for any reason, the Council may terminate the rights granted to the Grantee and refund a proportion of the fee, equivalent to the proportion of the lease period which is expired.
11. The council shall not be liable for the loss, damage or deterioration of the Tablet.
12. This lease may be renewed on expiry by payment of the appropriate fee ruling at the date. Any application for an extension of the lease period must be made in writing to the Council, at least one month before the expiry of the original lease period.
13. It is the responsibility of the grantee to ensure that the lease is renewed. Although the Council will endeavour to contact the grantee before expiry of the lease, no responsibility can be accepted for action taken in the absence of the renewal of the lease, or alternative instructions from the grantee.
14. If, after the expiration of the lease period, the Tablet is in a poor state of repair, the Council will refuse the right to renew the lease unless the Grantee agrees to purchase a replacement Tablet.
15. If the Grantee chooses not to renew the lease, after the expiry of the lease period, then the Council will permanently remove the Tablet, which may then be taken away from the cemetery by the Grantee. If the Grantee wishes to take the Tablet away, they must do so within one month of the expiry of the grant, otherwise the Council will dispose of it. If the Grantee fails to give instructions concerning the Tablet, when the grant expires, the Council will dispose of the Tablet, three months from the end of the lease period.
16. The Grantee shall comply with any rules or regulations which may be made by the Council relating to the plaque within Gilroes Cemetery.

### **Declaration**

I have read and understood the conditions imposed on the lease of the Granite Sloping Vase Tablet, and agree to abide by those conditions.

**Applicant's signature:**

**Print name:**

**Date:**





# BOOK OF REMEMBRANCE ORDER FORM

Please provide an entry in the Book of Remembrance according to the details which I have entered on the form below. The entry should be made under the following date:

**Date:** ..... **Month:** ..... **Year:** .....

*We can only fit 28 letters on the first line*

**FORENAMES**

**SURNAME**

1	
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*We can only fit 35 letters on a line, or 30 letters with an emblem (minimum 5 line entry).  
N.B. letters must include spaces and characters*

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8
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I also require an emblem in the form of a:

*Flower (please name the flower and its colour)*

*Or Badge (please enclose an illustration)*

*Or Other (please enclose an illustration)*

Book of Remembrance	FEE	PLEASE TICK OPTION
Traditional 2 line entry	£72	
Traditional 5 line entry	£140	
Traditional 5 line entry and emblem	£165	
Traditional 8 line entry	£195	
Traditional 8 line entry and emblem	£240	
Miniature Book	Copies	
2 line entry		£54
5 line entry		£62
5 line entry and emblem		£88
8 line entry		£88
8 line entry and emblem		£105
Memorial Cards	Copies	
2 line entry		£34
5 line entry		£46
5 line entry and emblem		£67
8 line entry		£67
8 line entry and emblem		£77

# DIGITAL BOOK OF REMEMBRANCE ORDER FORM

If you wish to have a photograph, verse or biography in the Digital Book of Remembrance, please ensure it is securely packed.

FORENAMES	SURNAME	
	FEE	PLEASE TICK OPTION REQUIRED
<b>Original inscription</b> ( <i>1<sup>st</sup> screen</i> ) The first screen is an image of the original inscription in the traditional Book of Remembrance (with new order)	£40	
<b>Photograph</b> ( <i>2<sup>nd</sup> screen</i> )	£40	
<b>*Poem, Hymn or Verse</b> ( <i>3<sup>rd</sup> screen</i> )	£40	
<b>*Biography</b> ( <i>4<sup>th</sup> screen</i> )	£40	
<b>Additional Personal Access Cards</b>	£7.50	

\*Screens 3 & 4 can accommodate a maximum of 35 letters per line, and up to 15 lines of legible text per page

**Total Value of Order: £**

Mrs/Miss/Ms/Mr .....

Address .....

.....

.....

Tel. No. .... Other No. ....

Email: .....

Signed .....

Please enclose cheque or P.O. payable to Leicester City Council

## FOR OFFICE USE ONLY

ORDER DATE:

APPROVED DATE:

RECEIVED DATE:

CREMATION NUMBER:

RECEIPT NUMBER:

# MEMORIAL ROSES, TREES AND BENCHES ORDER FORM

Memorial	Fee	Please Tick Option Required
Memorial Rose Bush with Plaque	£150	
Memorial Tree with Plaque	£205	
Memorial Bench with Plaque	£900	

**Please enter your inscription below**

N.B. letters must include spaces and characters

A Memorial Rose Plaque	A maximum of 24 letters per line and a maximum of 8 lines
A Memorial Tree Plaque	A maximum of 24 letters per line and maximum of 11 lines
A Memorial Bench Plaque	A maximum of 28 letters per line and maximum of 5 lines

1(Name)
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11

Please read and confirm your understanding of the terms and conditions of the lease for this memorial.

Mrs/Miss/Ms/Mr .....

Address .....

.....

.....

Tel No .....

Email .....

Signed .....

Please enclose cheque or P.O. payable to Leicester City Council

**FOR OFFICE USE ONLY**

ORDER DATE:

APPROVED DATE:

RECEIVED DATE:

CREMATION NUMBER:

RECEIPT NUMBER:

## **Memorial Rose Bush, Memorial Tree and Memorial Bench** **Terms & Conditions of Lease**

1. The memorial and memorial plaque must be purchased from the Council. The memorial remains the property of Leicester City Council throughout the lease period. The memorial plaque becomes the property and responsibility of the lease holder.
2. The lease is granted for a period of five years for rose bushes, and ten years for trees and benches
3. The rose bush or tree will be positioned in accordance with the corresponding cemetery plans for the area. The memorial bench will be positioned in the cemetery in agreement with the cemetery manager.
4. If the rose bush or tree perishes within six months of the lease period, then it will be replaced by the Council, at no additional charge to the Grantee.
5. The Council, in accordance with the annual Grounds Maintenance Agreement, will maintain the rose bush or tree.
6. The rose bush memorial plaque will be made of metal and will measure 152mm x 102mm. The memorial tree plaque will be metal and measure 152mm by 140mm. The memorial bench plaque will be bronze and measure 200mm x 65mm
7. The rose bush plaque inscription will be a maximum of 24 characters per line and 8 lines. The memorial tree plaque inscription will not exceed 11 lines, with 24 characters per line. The memorial bench plaque inscription will not exceed 5 lines with 28 characters per line. Characters include spaces and punctuation marks. The plaque may also commemorate more than one person. The Council will approve the wording.
8. A member of the cemetery staff will fix the plaque in front of the memorial rose bush, memorial tree or on the memorial bench.
9. The inscription may only be altered or amended with the permission of the Council, if a written application is made and a person authorised by the Council only, may carry out the alteration.
10. The Grantee is responsible for maintaining the memorial plaque in good condition. If the plaque is removed, damaged or displaced, then it must be replaced within six months at the cost of the Grantee, through the Council.
11. No other forms of memorialisation are allowed to be placed on the rose bush, tree, bench or the surrounding grassed area or within the rose bed.
12. This lease may be renewed on expiry by payment of the appropriate fee ruling at the date. Any application for an extension of the lease period must be made in writing to the Council, at least one month before the expiry of the original lease period.
13. It is the responsibility of the grantee to ensure that the lease is renewed. Although the Council will endeavour to contact the grantee before expiry of the lease, no responsibility can be accepted for action taken in the absence of renewal of the lease, or alternative instructions from the grantee.
14. If the Grantee chooses not to renew the lease, after the expiration of the period, then the Council will remove the plaque, which may then be taken away from the cemetery by the Grantee.
15. The Grantee shall comply with any rules or regulations which may be made by the Council, relating to the memorial within the Cemetery.

### **Declaration**

I have read and understood the conditions imposed on the leased Memorial and Memorial Plaque, and agree to abide by those conditions.

**Applicant's signature:**

**Print name:**

**Date:**



# SAFFRON HILL CEMETERY CASKET GARDEN

The Garden is designed for the interment of cremated remains combined with a granite sloping vase tablet. An application to purchase the plot and interment of cremated remains will be required together with this order form. Please contact Bereavement Services for further details.

Casket Garden	CITY RESIDENT	NON-RESIDENT
Price includes exclusive rights of burial in a cremated remains plot, first interment, sloping vase tablet, memorial permit and first inscription	£1,475	£2,275
As above with additional design or photograph	£1,575	£2,380

**Please enter your inscription below.**

A maximum of 38 letters per line and a maximum of 10 lines of inscription per memorial tablet.  
 (Please ensure you leave enough space / lines for any future inscriptions to be added)  
 N.B. letters include all spaces and characters

1(Name)

2

3

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**I also require an emblem in the form of:**

**Flower (please name the flower and its colour)**

**Emblem (please enclose an illustration)**

**Total Value of Order: £**

Mrs/Miss/Ms/Mr .....

Address .....

.....

Tel No .....

Email .....

Signed .....

Please enclose cheque or P.O. payable to Leicester City Council

**FOR OFFICE USE ONLY**

ORDER DATE:

APPROVED DATE:

RECEIVED DATE:

CREMATION NUMBER:

RECEIPT NUMBER:

Bereavement Services  
Leicester City Council  
Gilroes Cemetery & Crematorium  
Groby Road  
Leicester  
LE3 9QG

Telephone: 0116 373 7327  
Email: [cemeteries@leicester.gov.uk](mailto:cemeteries@leicester.gov.uk)  
Web: [www.leicester.gov.uk/bereavementservices](http://www.leicester.gov.uk/bereavementservices)



Leicester  
City Council