

Application for Memorial Bench

*Before filling in the application form please read the Conditions and Regulations

Please indicate clearly the cemetery, type of bench and lease period required:

Cemetery	Please indicate
Robin Hood Cemetery and Crematorium	
Widney Manor Cemetery	
Woodlands Cemetery and Crematorium	

Type of bench	5 year lease	10 year lease
Communal		
Individual		

Completing the Inscription:

- Use capital letters only
- Print the inscription clearly in the boxes including the name of the deceased
- Take care to ensure that you provide the correct dates and spelling of names
- We cannot accept responsibility for an incorrect inscription due to illegible writing.



Inscription

Name of Deceased	Place of cremation/burial

Example of how to complete the inscription

I	N		L	O	V	I	N	G		M	E	M	O	R	Y		O	F	
J	O	H	N		S	A	M	P	L	E									
1	9	0	7	1	9	2	5		-	1	2	0	6	2	0	0	5		

Conditions and Regulations

- All memorial benches, communal and individual are the property of Solihull MBC, the 5 or 10 year lease agreement is for the plaque on the bench only
- Memorials can take up to 8 weeks to be manufactured
- Benches must not be decorated with items such as vases, flower containers, ornaments or wind chimes, these will be removed by the cemetery
- Benches are allocated on a plan and the final position of all benches is at the discretion of the Manager
- Solihull Council reserve the right to amend the Cemetery and Crematorium Regulations, the design of the benches and the position of the benches without notice to lease holders
- A bronze plaque inscribed according to your requirements will be fixed to the bench
- If you wish to change the inscription within the agreement period a replacement can be purchased
- Leaseholders must not carry out any work to benches, such as the application of paint or wood stain. Costs for the removal of paint or wood stain or a replacement bench will be passed onto the leaseholder(s)
- The bench will be cleaned annually by the Cemetery's contractor
- The Cemetery grounds are open to the public and any person visiting the cemetery is allowed to sit on any bench within the grounds
- If you change your name or address during the period of the lease it is your responsibility to notify the cemetery
- At the end of your lease you may renew

Your Details:

Your full name			
Your full address			
Telephone			
E-mail			
Your signature			
Please indicate how you would like to pay?			
Debit or Credit Card		Invoice	

E-mail robinhoodcemetery@solihull.gov.uk

By hand Post boxes in the Memorial Room at Robin Hood Cemetery and the Waiting Room at Woodlands Cemetery

Face to face The Cemeteries and Crematoria Office, Central Depot, Moat Lane, Solihull, B91 2LW
(Monday, Tuesday and Thursday 9.00am to 5.00pm, Wednesday 10.30am to 5.00pm and Friday 9.00am to 4.30pm)

Post Bereavement Services, The Cemeteries and Crematoria Office, Central Depot, Moat Lane, Solihull, B91 2LW

*Please do not send cash or cheques with your application