



## MEMORIA NORTH HERTFORDSHIRE MEMORIAL PARK & CREMATORIUM

THIS FORM MUST BE FINALISED BY THE PERSON WHO COMPLETED CREMATORIUM FORM 1

Your full name (the applicant)\*

Your e-mail address\*

Your telephone number\*

Full name of the deceased\*

Bedford Road, Holwell, Hitchin SG5 3RT T. 01462 428400  
E. [services@northhertsmemorial.co.uk](mailto:services@northhertsmemorial.co.uk) [www.northhertsmemorial.co.uk](http://www.northhertsmemorial.co.uk)

\*These responses are mandatory - For more information about how we deal with your personal data including email addresses please review our policy at the bottom section of page 2 on this form

## FUNERAL DIRECTOR'S DECLARATION

The signed declaration signifies that the Funeral Director administering the cremation in respect of the body of the person named in Form 1 has complied with the Code of Practice regarding the coffin/casket construction and furnishings. It also signifies that the coffin/casket contains no items which may/will cause a hazard within the cremator or lead to an illegal emission into the air as detailed in the Environmental Protection Act 1990 and relevant guidance notes.

If the coffin or casket is at or over 30" wide, 20" deep and 70" long, enter dimensions below.  
Maximum permissible size: 41" wide, 30" deep and 90" long.

Coffin Type _____ <small>(wood, wicker, etc)</small>	Width _____	Depth _____	Length _____
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Name of the funeral director making these arrangements

Name _____
Signed _____ Date _____ <small>(insert electronic signature or type your name)</small>

Company name and address

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## SERVICE DETAILS AND POST CREMATION METAL RETENTION

Services begin on the hour and their duration is 60 minutes. This includes 40 minutes in the chapel; 10 minutes to pay respects to the family and view the floral tributes; with a further 10 minutes allowed to clear the site. The exception to this is the Personal Service which can begin either on the hour or half-hour and has a duration of 30 minutes. This includes 20 minutes in the chapel; 5 minutes to pay respects to the family and view the floral tributes; with a further 5 minutes to clear the site.

Service time slot will be advertised on our website unless box is ticked.

Any special instructions:

For example: Horse Drawn Carriages, Specialist Vehicles, Military Funeral Cortege, Themed Service, etc.

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If applicable I accept that following cremation, any metals present will be recovered from the cremated remains and recycled in order to comply with existing legislation, and I give my approval to this procedure. (Further details on this process can be obtained from your local Memoria crematorium). We will endeavour to cremate the deceased on the day of service however there are some circumstances where this is not possible.

If the service is to be recorded my signature also denotes that the minister's consent has been received.

Signature of applicant

<small>(insert electronic signature or type your name)</small>

Please tick here if you have completed this form on behalf of the applicant

Print name

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As part of the process of booking a cremation the company collects and processes personal data relating to the deceased and the applicant. The company needs to process data to take steps to ensure that it is complying with its legal obligations and Government guidelines. Your information will be shared internally for the purpose of dealing with the matters in hand. Your data will not be transferred outside the European Economic Area.

The Company takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Upon the completion of the cremation your data will be stored in a secure

location for 15 years as per the Government guidelines.

By signing this agreement, you give us permission to process and store your data as required.

We would like to contact you using the details you have given us in this form, with information about similar goods and services that we believe will be of interest to you. If you do not want to receive this information, please let us know at any time at North Hertfordshire Memorial Park & Crematorium, Bedford Road, Holwell, Hitchin SG5 3RT, or email [memoria@northhertsmemorial.co.uk](mailto:memoria@northhertsmemorial.co.uk), or call us on 01462 428400.

For more information about how we deal with your personal data please contact us or you can check our privacy policy on our website [www.memoria.org.uk](http://www.memoria.org.uk).

## MUSIC DETAILS

Service details	Date _____ Time _____
Religion/Denomination	
Name of Officiant	
Expected numbers of mourners attending	

Music to be ordered direct from Obitus on 03333 447 440 [www.obitus.com](http://www.obitus.com)

Memoria are unable to accept tributes provided to us directly without being processed through our media partner - Obitus. Any changes to media content made prior to the commencement of the service taking place can only be made by the Funeral Director via our media partner. We undertake to provide services detailed within this form, however, we do not guarantee the provision of such services since circumstances beyond the control of Memoria may affect our ability to do so.

Please note: This is not applicable to the acceptance of images used for our own projected image system.

Entry music	Media ✓	Ordered with Obitus ✓	Organist ✓
Service music	Media ✓	Ordered with Obitus ✓	Organist ✓
Exit music	Media ✓	Ordered with Obitus ✓	Organist ✓
Any additional music information			

## IMAGE OPTIONS - SINGLE PROJECTION

1 x image can be projected above the catafalque for the whole service free of charge. Projected images must be presented to the crematorium 24 hours in advance. Please send all images with the deceased name, age, along with the time and date of service to [services@northhertsmemorial.co.uk](mailto:services@northhertsmemorial.co.uk). Once the image/images have been received you will be sent an email confirming this.

Note: Choosing a media option will incur a cost, and images must be sent at least 48 hours in advance.

Image type (examples below)	Details	Price	Please tick ✓
Football logo (we can supply for England, Wales and Scotland divisions)		FOC	
Photograph (personal, family or location etc.)		FOC	
Military badge/emblem		FOC	
Other (please state)		FOC	
To be chosen by Memoria		FOC	
No image to be displayed		FOC	

## LIGHTING OPTIONS

Lighting options: All below options are FOC and must be presented to the crematorium at least 24 hours in advance. Please note, the lighting effect will take place during the committal only. If no colour is selected the default lighting will be set as soft white.

<b>Pelmet/Catafalque lighting</b> Please tick ✓					
Traditional lighting <input type="checkbox"/>	Blue <input type="checkbox"/>	Red <input type="checkbox"/>	Green <input type="checkbox"/>	Baby blue <input type="checkbox"/>	Soft white <input type="checkbox"/>
Yellow <input type="checkbox"/>	Pink <input type="checkbox"/>	Violet <input type="checkbox"/>	Orange <input type="checkbox"/>	Baby pink <input type="checkbox"/>	

# MEMORIA SERVICE SELECTION

	Please tick ✓
From Stillborn up to 18 years: Full or Committal	
<b>DIRECT CREMATION (NO SERVICE)</b>	
Funeral Director/no attendance: no service; delivery by funeral director out of hours only as directed by the crematorium	
Funeral Director/no attendance: working day delivery by prior agreement with the crematorium	
<b>SERVICE TIMES</b> 09:00 • 09:30 • 10:00 • 10:30 • 17:00 • 17:30	
<b>PERSONAL SERVICE:</b> Full or Committal to include a 30-minute service (20 minutes in chapel). Coffin on catafalque before the service or brought in a suitable vehicle. Max 25 attendees. Projected image of name. Choice of music, entry, and exit	
<b>SERVICE TIMES</b> 09:00 – 16:00 ( <b>PREMIUM TIMES</b> 12:00 • 13:00 • 14:00)	
<b>CELEBRATION OF LIFE:</b> Full or Committal to include 1 projected photo or logo + 5 pieces of music; other Obitus options available at additional cost (service 40 minute max duration)	
Additional time (double slot), extra hour for long or large services. This includes 1 extra service from Obitus (Note: only available from 11.00 noon until 16.00)	
<b>HIRE OF CHAPEL ONLY (No cremation)</b>	
Service in Chapel to include 1 projected photo or logo + 5 pieces of music; other Obitus options available at additional cost (service 40 minute max duration)	
<b>SATURDAY SERVICES</b> 09:00 • 10:00 • 11:00 • 12:00	
<b>SATURDAY CELEBRATION OF LIFE SERVICE:</b> Full or Committal to include 1 projected photo or logo included + 5 pieces of music; other Obitus options available at additional cost (service 40 minute max duration)	
Additional time (double slot), extra hour for long or large services. This includes 1 extra service from Obitus.	

## MEDIA OPTIONS

	Yes ✓	No ✓
Single hold image on screens (FOC)		
Basic slideshow - Up to 25 photos with a simple fade transition (No music)		
Music slideshow - Up to 25 photos, played to a piece of music		
Themed Tribute - as above but professionally edited		
Family produced video/photo tribute		
Bespoke Tribute - professionally crafted		
Live webcam - with access to the live webcast for up to 28 days after the service		
Supply of either a DVD or USB recording of service (To include the professional tribute if applicable)		

## MEMORIA CHAPEL OPTIONS

	Yes ✓	No ✓
Organ required? (arrange own organist)		
Crematorium to supply organist?		
Curtains to be drawn?		
Should religious symbols be removed?		
Have any requested media options been ordered from Obitus?		

**Additional chapel facilities** - please note, for all services aged 18 or under, we will offer a free live webcast, 1 free photo and slideshow. Alternatively the value of these options can be credited against a more premium option. All requests are to be made 48 hours in advance.

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