

ATHENIA MEMORIAL PLAQUE ORDER FORM

Memorial	Fee	Please Tick Option Required
Plaque with inscription	See price list	
Plaque with inscription and any design or emblem	See price list	
Plaque with inscription and ceramic photograph	See price list	
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		
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 Memorial Plaque **Terms & Conditions of Lease**

1. The Athenia Memorial Plaque must be purchased from the Council. The memorial plaque becomes the property and responsibility of the lease holder.
2. The lease is granted for a period of ten years and permits the Athenia Memorial Plaque to be displayed on the memorial wall in the Book of Remembrance Hall.
3. The inscription on the memorial 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.
4. A suitably qualified person, appointed by the Council, must fix the plaque to the wall.
5. The inscription on the memorial 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 memorial 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 memorial plaque.
7. The Grantee is responsible for maintaining the memorial 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.
8. The Council may remove the memorial plaque temporarily to allow repairs or maintenance to be carried out to the Book of Remembrance room.
9. If the memorial plaque, or any replacement, 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 unexpired.
10. The Council shall not be liable for the loss, damage or deterioration of the memorial 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.
13. If the Grantee chooses not to renew the lease on the memorial wall, after the expiry of the initial lease period, the Council will permanently remove the memorial plaque, which may then be taken away by the Grantee. If the Grantee wishes to take the memorial 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 purchase and lease of the Athenia Memorial Plaque on the Book of Remembrance memorial wall, and agree to abide by those conditions.

Applicant's signature:

Print name:

Date:

