

OCTAGONAL MEMORIAL PLANTER 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	
Please enter your inscription below. A maximum of 38 letters per line and a maximum of 6 lines N.B. letters must include spaces and characters		
1		
2		
3		
4		
5		
6		
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 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 memorial plaque must be purchased from the Council. It will be made of black granite. 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 memorial plaque to be displayed on the designated Octagonal Memorial Planter.
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 planter.
4. A suitably qualified person, appointed by the Council, must fix the memorial plaque to the memorial planter.
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 plaque must be purchased from the Council, if the inscription is to be altered from the original wording.
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 planter, 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 to be carried out to the planter.
9. The flower bay at the base of the memorial 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.
10. If the memorial plaque, or any replacement, cannot be displayed on the memorial planter, 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.
11. The council shall not be liable for the loss, damage or deterioration of the memorial 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 planter, after the expiry of the lease period, then the Council will permanently remove the plaque, which may then be taken away 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.
15. 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 purchase and lease of the Octagonal Memorial Planter and agree to abide by those conditions.

Applicant's signature:

Print name:

Date:

