



## Application to lease a Memorial Tree I apply to dedicate a Memorial Tree in memory of:

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Preferred Location/Section .....(To be agreed by St Helens Council)  
for a 10-year Lease (includes first plaque)

Inscription to read as follows (please PRINT the inscription exactly how you wish it to appear)

(No more than 70 letters)


If more than one plaque is required additional application forms are available from the Cemetery/Crematorium Office (Price available upon asking) per additional plaque

Memorial Trees are available to lease for dedication as a living memorial to commemorate your loved one. The type of tree and location is subject to availability at the time of application.

The trees are planted within the grounds of the Crematorium and Cemetery. A plaque is supplied with the memorial tree. Additional plaques may be purchased up to a maximum of 3 per tree, the plaque is made of bronze material to a size of 14cm x 10cm with a maximum amount of 70 letters to be inscribed per plaque, the base of the tree will be planted with a variety of small plants. The right to place a plaque besides a memorial tree is for a lease period of 10 years and during this time we accept responsibility for the tree's care and attention including replacement if necessary. Renewal of the lease may be available at the end of the 10 year term. We do not accept responsibility for loss or damage to the plaque.

### **Terms & Conditions**

These conditions are in place not to restrict the choice of individuals, but to ensure the Council maintains control of the appearance and standards within the Crematorium and Cemetery grounds and to ensure every leaseholder is treated in a fair and equal manner.

- No unauthorised plaques, flower containers, memorabilia, Items of personalisation are to be placed on or around the tree base.
- Any Items placed on the tree will be moved and disposed of without prior notice.
- The Council will accept no liability for the plaque as a result of damage or theft and is under no obligation to replace the plaque should these circumstances arise.
- The Council will accept responsibility for the tree's care and attention including free replacement if necessary during the lease period.
- At the end of the lease period a renewal notice will be sent to the last registered address of the leaseholder who may renew the lease on payment of a renewal fee. It is important to notify the Cemetery and Crematorium Office of any change of address.

I agree and accept the terms and conditions (overleaf) for the lease of a Memorial Tree

SIGNED.....DATE.....

FULL NAME (print).....

ADDRESS.....

.....POSTCODE .....

TELEPHONE NUMBER.....

E-Mail address.....

(A proof of the inscription will be sent to this e-mail address for approval prior to ordering the plaque)

**THIS SECTION IS FOR OFFICE USE COMPLETION ONLY:**

TREE NUMBER. ....AS SELECTED ON PLAN

TREE SPECIES.....

DATE OF PURCHASE.....

LEASE START DATE.....

SECTION..... GRAVE NUMBER.....

NAME OF DECEASED.....

BURIAL/CREMATION NUMBER (if applicable).....

**ADDITIONAL PLAQUE 1**

NAME OF DECEASED.....

BURIAL/CREMATION NUMBER (if applicable).....

**ADDITIONAL PLAQUE 2**

NAME OF DECEASED.....

BURIAL/CREMATION NUMBER (if applicable).....

TOTAL FEE PAID £.....(Fee Breakdown).....

RECEIPT NUMBER.....

TYPE OF TRANSACTION (card or cash).....

LEASE NUMBER.....

Application processed by:.....Date.....

Revised : 05.04.17

