



Application to lease a Memorial Seat

I apply to lease a Memorial Seat in memory of:

Preferred Location/Section(To be agreed by St Helens Council)

Fee: **£ 1,071.00** for a 10-year Lease (includes first plaque) or
£436 for a third share of a 10-year lease (includes one plaque)

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

(No more than 50 letters)

If more than one plaque is required (except for the shared seat lease) additional application forms are available from the Cemetery/Crematorium Office at a cost of **£112** per additional plaque

Memorial seats are available for lease within St Helens and Newton-Le-Willows cemeteries for dedication to loved ones. The seats are subject to availability at the time of application.

The high quality hardwood seat is supplied with a bronze plaque and the right to affix a memorial plaque for a 10-year lease period. Memorial plaques for securing to seats are approximately 20cm x 6cm with a maximum amount of 50 letters to be inscribed per plaque. Additional plaques may be purchased up to a maximum of 3 per seat.

We will maintain the seat during the lease period but unfortunately we cannot accept responsibility for loss or damage to the plaque or seat, although this seldom happens. Renewal of the lease may be available at the end of the 10-year term.

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 the seat.
- Any Items placed on the seat will be moved and disposed of without prior notice.
- The Council will undertake regular maintenance of the seat. Leaseholders are requested that they do not undertake any maintenance themselves e.g. paint, stain, teak oil etc. Leaseholders may clean the seat by using a damp cloth without any detergents.
- The Council will accept no liability for the seat or plaque as a result of vandalism, damage, deterioration or theft and is under no obligation to replace or repair the seat or plaque should these circumstances arise.
- 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 Seat

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:

SEAT NUMBER.....AS SELECTED ON PLAN

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.....

FULL BENCH PURCHASED (tick box)

OR THIRD SHARE IN BENCH (tick box)

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