

Guidance Notes To Baldarroch Chapel & Crematorium Supplementary Application Form

Note 1 – Type of Service/Costs. The various types of service available at Baldarroch Chapel and Crematorium (hereby referred to as the crematorium) and their associated costs are:

- Full Funeral Service or Committal (from 18 years of age) – £795.00.
- Funeral Service for children aged up to 17 – No charge.
- Cremation only (no family or clergy in attendance) – £419.
- Funeral Service in chapel with no cremation – £397.50.
- Wedding or Christening service in chapel – £397.50.
- Extra Time in chapel – £397.50 (per time slot).
- Services cancelled with less than 24 hours' notice may be charged at the rates shown above.

There are no additional costs for services held on Public Holidays. All of the prices shown above include:

- Provision of an Organist (if required).
- Provision of recorded music (if required).
- Production of slide shows (if requested).

There is no reduction in cost should you elect not to use any of these facilities.

Note 2 – Reserved Seating. The first three rows of seats on each side of the chapel contain nine seats.

Note 3 – Additional Seating. With prior notification an additional 18 seats can be placed in the aisle of the chapel. However, this facility is not available if the coffin is to enter the chapel via Main Entrance.

Note 4 – Audio & Visual. All of your Audio & Visual needs for the service are catered for; from the provision of organists, recorded music, production of Slideshows and recording of Funeral Services/production of DVD's. TV screens are located in the chapel and foyer to facilitate the transmission of hymns, still photos, slideshows and the service itself. These screens can be switched off if requested.

- **Recording of Funeral Service.** All funeral services at the crematorium are recorded and are retained for a 3 month period after which time they are deleted. Whilst every effort is made to ensure services are recorded the crematorium cannot be held accountable for technical failures of the recording equipment. Recordings of services are available on DVD on request at the prices shown below.
 - **Master Copy** - £30.00.
 - **Additional copies** - £10.00.
 - **USB** - £40.00.
- **Audio.** Details of audio options available are shown below.
 - **Organ.** A pool of organists is available to call upon to meet musical needs for services. Families are welcome to provide their own organist if they so wish.
 - **Recorded Music.** All recorded music is provided by the crematorium. There is no limit to the amount of music that can be requested but sufficient music for 15 minutes at the beginning and end of each service should suffice. The following information is required:
 - The title of the track/arrangement.
 - The name of the artist the track/arrangement is performed by.
 - **Other Musicians.** Other types of musicians (i.e. pipers, fiddlers, singers etc.) are more than welcome. The provision of these is the responsibility of families/funeral directors.
- **Visual.** TV screens are located in the chapel and foyer to allow photographs, slideshows and videos to be show.
 - Ideally photographs should be sent electronically in 'jpg' format. For those who are unable to produce electronic copies of photographs then original photographs can be delivered to the crematorium where

the staff will convert them on your behalf. Please note that the crematorium can accept no responsibility for any original photographs that become lost or damaged. Electronic photographs should be sent via the following means:

- **USB/CD.** Delivered by hand to the crematorium.
 - **E-mail.** Sent via e-mail to info@baldarrochcrematorium.co.uk.
 - **Internet.** Uploading via a file sharing service on the Internet using the likes of www.Dropbox.com or www.wetransfer.com and sent to info@baldarrochcrematorium.co.uk.
- Photographs/slideshows can be shown at any time during the service. The most popular options are:
- A single photograph shown for Entry and Exit.
 - A maximum of 150 photos running as a slideshow at Entry, Exit or for both.
 - A maximum of 35 photographs accompanied by music to run as a slideshow as a period of 'Reflection' during the service.

Note 5 - Floral Tributes. Floral tributes will remain on display for six days following the funeral after which time they will be removed for disposal. The crematorium does not accept responsibility for any floral tributes left within the crematorium grounds.

Note 6 – Collection of Cremated Remains. Cremated remains are normally available within 24 hours of the funeral. Collection of remains prior to this point can only be achieved with prior arrangement with the crematorium.

In accordance with Federation and Burial Authority (FBCA) and manufacturer guidelines any deceased and coffins with a combined weight of 150 kg (23 stone 8 pounds) or over must be cremated when the cremator is at its coolest point; which is normally first thing in the morning. This means any coffin in excess of 150 kg which is not the first cremation of the day will be held over until the following morning for cremation. This will affect the availability of ashes.

Note 7 - Disposal of Orthopaedic Implants and Metal Residues. Metal remains following cremation will be disposed of in the most suitable manner to reduce the impact to the environment. This will include the sensitive recycling of orthopaedic implants and metal residues to avoid the usage of non-renewable resources and comply with existing legislation.

Note 8 – Construction Guidelines:

- **External.** The coffin must be made of a wood by-product which, when placed in a cremator and subjected to the accepted cremation processes, is easily combustible and which does not emit smoke, give off toxic gas or leaves any retardant smears or drips after final combustion. No metal furniture or fittings whatsoever shall be used on a coffin for cremation. No metal of any kind shall be used in the manufacture of such coffin except as necessary for its safe construction and then only metal of high ferrous content. Cross pieces must be attached to the bottom of the coffin. If it is desired to strengthen the bottom of the coffin, wooden strips may be placed lengthways for this purpose. The coffin must not be painted or varnished but may be covered with suitable cloth. Products manufactured in polyvinyl chloride (PVC) must not be used in the construction of the coffin or its furnishings. The use of Polystyrene must be restricted to the coffin nameplate only, in which case it must not exceed 90 grams in weight.
- **Internal.** The use of shredded paper, sawdust or cotton-wool must be avoided. If circumstances require, suitable sealing material may be used but no metal, rubber or polyvinyl chloride (PVC) will be permitted and on no account must pitch or similar substances be used.
- **Dimensions.** The external dimensions of the coffin must not exceed:
 - **Length** – 2185 mm (86 inches).
 - **Width** – 1015 mm (40 inches).
 - **Depth** – 685 mm (27 inches).

Note 9 – Chapel Bier. The maximum width of coffin that can be placed on the Chapel Bier is 66.04 cm (26 inches). Coffins in excess of this will have to be placed on a metal bier provided by the Crematorium or trestles provided by Funeral Directors.