

Baldarroch Chapel & Crematorium Memorial Service Application Form



For Crematorium use:

Booking No:

Enquiries regarding availability or booking of services can be made with the Baldarroch Chapel & Crematorium staff on Crathes (01330) 844042 or via the following link on the website:
<http://www.baldarrochcrematorium.co.uk/funeral-director/>

This form must be submitted to Baldarroch no later than 48 hours prior to the service is due to take place

Name of Applicant:

Address of Applicant:

Section 1 – Details of Deceased:

Name of Deceased:

Address of Deceased:

Date of Birth:

Date of Death:

Age:

Section 2 – Registrar Details:

Name:

District:

Date Death Registered:

Section 3 – Details of Service:

Date/Hour proposed for the service/cremation: Date: Time:

Do you require an additional time slot in the chapel (Note 1) Yes No*

Which entrance is to be used to receive the coffin: Main Entrance Private Door *

Is the funeral private: Yes No*

Name of person to officiate at the service

Do you wish to shake hands on: Entry Exit None*

Is there a collection in aid of charity: Yes No TBC*

If 'yes' to above question what is the Name of charity:

Who is to supply the order of service: Funeral Director Family None*

Are Immediate family members arriving in a Limousine: Yes No*

Do you wish to use the family room prior to funeral service: Yes No*

Number of rows required for reserved seating (Note 2):

Do you expect more than 154 people to attend the service: Yes No*

Do you want additional seating to be put in place (Note 3) Yes No*

Section 4 – Audio & Visual Requirements:

Who is to provide the organist: Baldarroch Family Not Required*

Are TV screens to be on for the duration of the service: Yes No*

Are the words for the hymns to be displayed of TV screens: Yes No Not Applicable*

Do you want a photograph shown on TV screens for Entry/Exit: Yes No* (Note 4)

What type of music do you wish to have: (Note 4) Recorded Organ Both None*

Do you wish to have a Slideshow produced: (Note 4) Yes No*

When is the Slideshow to be shown (Note 4): Entry Period of Reflection Exit*

Music On Entry (Note 4)		
Type	Title	Artist (if applicable)
Recorded/Organ*		
Recorded/Organ*		
Recorded/Organ*		
Recorded/Organ*		

Music During Service (Note 4)		
Type	Title	Artist (if applicable)
Recorded/Organ*		
Recorded/Organ*		
Recorded/Organ*		

Music On Exit (Note 4)		
Type	Title	Artist (if applicable)
Recorded/Organ*		
Recorded/Organ*		
Recorded/Organ*		
Recorded/Organ*		

Do you require a Recording of the funeral service (Note 4): Yes (No of copies) No*

I hereby undertake to abide by and am bound by the Management Rules enacted from time to time by Baldarroch Chapel & Crematorium.

Signature of applicant: Date:

Section 5 – Funeral Director

Name of Funeral Director:

Telephone Number:

Address:

Post Code:

Is the coffin in excess of 66.04 cm (26 inches) wide (Note 5) Yes No*

Signature of Funeral Director: Date:

Notes To Baldarroch Chapel & Crematorium Memorial Service Application Form

Note 1 – Costs. The cost of Memorial services at Baldarroch Chapel and Crematorium are:

- Funeral Service in chapel with no cremation – £406.00.
- Funeral Service for children aged below 18 with no cremation – No charge.
- Extra time in chapel - £406.00 (per time slot).
- Services cancelled at less than 24 hours' notice will 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).
- Live Streaming of funeral service.

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 the 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.

- **Live Streaming of Funeral Service.** A private link to the live stream of the funeral service will be sent to the funeral director a minimum of 48 hours prior to the service. The link will then be forwarded to yourself for you to pass onto those who you wish to view the service. Please note that no public links are created so you are in total control of who views the service.
- **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 request and are available on DVD or USB 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 shown.
 - 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, Exit or during the service.
 - 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.
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Note 5 – 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 or trestles provided by Funeral Directors.