

Baldarroch Chapel & Crematorium Supplementary Application Form

(Version 4)

For Crematorium Use

Booking Number:

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/>

The Application for Cremation (relevant Form A), Certificate of Registration of Death (Form 14), Procurator Fiscals Certificate (Form E1) if applicable and this form must be submitted to Baldarroch no later than 48 working hours before the service is due to take place.

Full Name of Applicant

Full Name of Deceased

SECTION 1 – DETAILS OF SERVICE

(Delete Options As Applicable)

Service Details		
Day	Date	Time
Type of Service (See Note 1)		
Full	Committal	No Service
Do you require an additional time slot in the chapel (See 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 (See Note 2):		
Do you expect more than 154 people to attend the service		
Yes	No	
Do you wish additional seating to be put in place (See Note 3)		
Yes	No	

SECTION 2 – AUDIO & VISUAL REQUIREMENTS

(See Note 4)

(Delete Options As Applicable)

Who is to provide the organist			
Baldarroch	Family	Not Required	
Do you want the TV screens switched off during the service			
Yes		No	
Do you require a recording of the funeral service			
Yes		No	
If 'yes' to the above question, do you wish the recording on			
DVD		USB	
How Many Copies Do You Require			
How do you want the name of the deceased displayed on the TV screens			
Do you want a photograph shown on the TV screens for Entry/Exit			
Yes		No	
Do you want a static photo to remain on screen during service			
Yes		No	
Do you wish to have a Slideshow produced			
Yes		No	
When is the slideshow to be shown			
Entry	Period of Reflection	Exit	
What type of music do you wish to have			
Recorded	Organ	Both	None
Music On Entry			
Type	Title	Artist (if applicable)	
Recorded/Organ*			
Recorded/Organ*			
Recorded/Organ*			
Recorded/Organ*			
Recorded/Organ*			
Music During Service			
Type	Title	Artist (if applicable)	
Recorded/Organ*			
Recorded/Organ*			
Recorded/Organ*			
Music On Exit			
Type	Title	Artist (if applicable)	
Recorded/Organ*			
Recorded/Organ*			
Recorded/Organ*			
Recorded/Organ*			
Recorded/Organ*			

SECTION 3 – POST SERVICE

(Delete Options As Applicable)

Do you wish the Floral Tributes to remain at Baldarroch (See Note 5)		
Yes	No	TBC
Do you require the Ashes back within 24 hours of the service (See Note 6)		
Yes		No
If 'yes' to the question above, when do you require the ashes		
Date		Time
I understand that the first scatter tube containing cremated remains (ashes) is free of charge and that any additional scatter tubes requested myself are charged at £25.00 each. How many Scatter Tubes do you wish the ashes to be returned in		
Do you require a Customs Certificate:		
Yes		No
Do you want details regarding memorials options (See Note 7):		
Yes		No

I am aware that deceased sent for cremation as a No Service booking can be cremated at any time during the working day once the coffin is taken into the care of Baldarroch Chapel & Crematorium. I understand the regulations regarding the disposal of orthopaedic implants and metal residues as outlined in [Note 8](#). I hereby undertake to abide by and am bound by the Management Rules enacted from time to time by Baldarroch Chapel & Crematorium. I absolve Baldarroch Chapel & Crematorium from any legal or other responsibility through any accident arising to any urn or memorial of the deceased, or through the destruction of the crematorium by fire, civil tumult, act of God or through anything other whatsoever and also for any delay or inconvenience in the arrangements for cremation.

Signature of applicant:

Date:

SECTION 4 – FUNERAL DIRECTOR CERTIFICATION

(Delete Options As Applicable)

Name of Funeral Director	
Does Coffin comply with construction guidelines (See Note 9)	
Yes	No
Is the coffin less than the 285 kg (44 stone 8 pound) (See Note 9)	
Yes	No
Is the coffin in excess of 66.04 cm (26 inches) wide (See Note 10)	
Yes	No
How do you want the Baldarroch scatter tubes requested at Section 3 returned	
Glued	Unglued

I confirm that the coffin does not contain any prohibited items ([See Note 11](#)).

Signature of Funeral Director Representative:

Date:

**Guidance Notes For The Completion Of The
Baldarroch Chapel & Crematorium
Supplementary Application Form
(Version 4)**

Note 1 – Type of Service/Costs/Times. 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) – £850.00.
- Funeral Service for children aged up to 17 – No charge.
- Cremation only (no family or clergy in attendance) – £435.00. Deceased booked to this type of service can be cremated at any time during the working day once received into the care of the crematorium.
- Funeral Service in chapel with no cremation – £415.00.
- Extra Time in chapel – £415.00 (per time slot). This should be booked with the crematorium staff via telephone on 01330 844042.
- 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 from the crematoriums pool of organists (if required).
- Provision of recorded music (if required).
- Production of slideshows and other visual tributes (if requested).
- Live Streaming of funeral service.
- Provision of one Scatter Tube for cremated remains (ashes). Any additional scatter tubes requested by the applicant are charged at £25.00 each.

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

Service Times at the crematorium are:

- Monday to Thursday:
 - 1000 hrs.
 - 1130 hrs.
 - 1300 hrs.
 - 1430 hrs.
 - 1600 hrs.
- Friday:
 - 1000 hrs.
 - 1130 hrs.
 - 1300 hrs.
 - 1430 hrs.
- Saturday & Sunday – No service times.
- Public Holidays – The crematorium operates during all Public holidays with the exception on Christmas Day, Boxing Day, New Year's Day and the 2nd of January. Services times for Public Holidays are as per normal Monday to Friday timings.

Principle mourners are requested to not arrive more than 30 minutes prior to the commencement of their booked service time. This is to allow the previous service to have an appropriate amount of time to say a dignified and private farewell to their loved one and give the crematorium staff time to ensure the building is cleaned prior to the next service commencing.

Note 2 – Reserved Seating. The first three rows of seats on each side of the chapel contain nine seats. The remaining rows contain eight 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 or USB's. TV screens are located in the chapel, foyer and handshake area to facilitate the transmission of the details of the deceased, hymns, still photos, slideshows and the service itself. These screens can be switched off if requested. The screens cannot be switched off if slideshows are to be shown during the service.

- **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. The live stream link will remain active for 7 days following the funeral service unless the stream is blocked due to copyright claims/issues. Should this be the case then the live stream link will no longer be available to view.
- **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. Edited Recordings of services which are available on request and are available on DVD or USB in a personalised presentation box at the prices shown below. Any edited recordings which are transferred onto DVD/USB are also retained at the crematorium for 2 years from the date of the service. At the 2 year point the edited recording is destroyed and no further copies will be available.
 - **DVD Master Copy** - £30.00.
 - **USB** - £40.00
 - **Additional copies of DVD and USB** - £10.00.
- **Audio.** Details of audio options available are shown below.
 - **Organ.** The crematorium have a pool of organists who are available to meet the musical needs for services. Families are welcome to provide their own organist if they so wish. However, they are responsible for meeting all of the costs of this organist. Organists arranged by family members are strongly advised to visit the crematorium prior to the day of the funeral to ensure they are familiar with the settings on the organ and conduct a rehearsal. This visit should be booked with the crematorium staff via telephone on 01330 844042.
 - **Recorded Music.** All recorded music is provided by the crematorium with the music being sourced via our comprehensive music library or iTunes for new tracks. 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 and payment of these is the responsibility of families/funeral directors.
- **Visual.** TV screens are located in the chapel, foyer and handshake area to allow details of the deceased to be shown as mourners entering/exiting the chapel and the transmission of photographs, slideshows and videos which are to be shown during the service.
 - For the majority of funeral service the name of the deceased is shown on the TV screens as mourners enter and exit the chapel. As a default setting this is normally the birth name of the deceased. However, this can be changed to other known names or nicknames if requested.
 - 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.

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 (Ashes). Cremated remains (ashes) are normally available within 24 hours of the funeral. Collection of ashes 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.

Ashes are returned to families in a scatter tube with the first scatter tube being free of charge. Any additional scatter tubes requested by families are charged at £25.00 each. Where the volume of ashes is too great to fit in one scatter tube another will be provided free of charge.

Ashes can only be collected by the person authorised to do on the relevant Form A (i.e. the Applicant, their nominated Representative or Funeral Director). Those individuals collecting ashes must be in possession of some sort of photographic identification to prove their identity (i.e. Driving Licence, Passport etc). Failure to provide satisfactory identification will result in the ashes not being released by crematorium staff.

Note 7 – Memorials. Various memorial options are available at Baldarroch to remember your loved one. All of these Memorials are leased for period of 10, 15 and 20 years. The only exception to this is the Butterfly Memorial for children aged under 18 years which is a permanent memorial. The memorial options and the costs are as follows:

- **Sanctum Memorial:** There are 2 colour schemes available, these being Blue Pearl and Grey/Black and with inscription available in either gold or silver lettering.
 - Blue Pearl:
 - Door Plaque – £58.80
 - Inscription - £1.86 per letter/symbol
 - Lease Costs:
 - 10 Years – £840.00
 - 15 Years – £1115.00
 - 20 Years – £1316.00
 - Grey/Black:
 - Door Plaque – £55.20
 - Inscription - £1.86 per letter/symbol
 - Lease Costs:
 - 10 Years – £540.00
 - 15 Years – £720.00
 - 20 Years – £840.00

- **Wall Mounted Plaque Memorial.** Black, Grey and Red Wall Plaques are available with the inscription in either gold, silver or black lettering.
 - Plaque – £54.00
 - Inscription - £1.86 per letter/symbol
 - Lease Costs:
 - 10 Years – £255.00
 - 15 Years – £350.00
 - 20 Years – £399.00
- **Columbarium Memorial.** Black plaques available with inscription in either gold or silver lettering.
 - Plaque – £36.00
 - Inscription - £1.86 per letter/symbol
 - Lease Costs:
 - 10 Years – £243.00
 - 15 Years – £330.00
 - 20 Years – £379.00
- **Kerbstone Memorial.** Black plaques available with inscription in either gold or silver lettering.
 - Plaque – £37.20
 - Inscription - £1.86 per letter/symbol
 - Lease Costs:
 - 10 Years – £375.00
 - 15 Years – £525.00
 - 20 Years – £630.00
- **Butterfly Memorial.** This memorial is only available for deceased aged under 18 years. Various colour Butterflies inscribed in a colour of your choice. As the butterflies are sourced from a supplier in the European Union the costs are subject to fluctuation. Please seek advice from the Crematorium Manager who will obtain a quote from the supplier. All orders are subject to a £20 Admin Fee.

Application forms can be found on the Memorial tab on the Baldarroch Chapel & Crematorium website, a link to which is shown below. Alternatively, you can contact the crematorium on 01330 844042 who will either send a copy via e-mail or post.

www.baldarrochcrematorium.co.uk

Note 8 - 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 9 – Coffins. It is imperative that all coffins entering the crematorium meet the following 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.

- **Maximum 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).
- **Maximum Weight.** The maximum combined weight of the deceased and coffin accepted at the crematorium is 285 kg (44 stone 8 pounds). Any coffin beyond this weight cannot be accepted on Health & Safety grounds.
- **Unsound/Unsafe Condition.** Any coffin found to be in an unsound or unsafe condition for either display in the chapel or charging into the cremator may be refused entry to the crematorium. Charges for missed booking may then be raised against the relevant funeral director.
- **Bodily Fluids.** Coffins found to be leaking bodily fluids will not be permitted to enter the crematorium and charges for a missed booking may be raised against the funeral director.

Note 10 – Chapel Bier. The maximum external width of coffin that can be placed on the Chapel Bier is 66.04 cm (26 inches). Coffins in excess of this will be placed on trestles provided by the Crematorium. Funeral Directors are more than welcome to use their own trestles or wheeled trollies should they so wish.

Note 11 – Prohibited Items. Under no circumstances are any of the following to be placed within the coffin. Please seek advice of crematorium staff on 01330 844042 should you have any queries on the items listed below.

- Cremated remains of other human beings or animals. Please pass these to the crematorium staff who will happily combine the ashes together once the cremation and cremulation process has been completed.
- Any items made of glass (i.e. bottles, ornaments etc).
- Any form of electronic equipment (i.e. Mobile phones, laptops, tablets, hand held computer games etc).
- Any items containing flammable liquids (including alcohol) or gases.
- Aerosol cans.
- Batteries.
- Prosthetics.
- Large metals objects.
- Large items made of rubber/plastic.
- Coat hangers.
- Any other item which may cause an explosion within the cremation chamber.

The cost of repair of the cremator/ancillary equipment and subsequent loss of earnings might be passed onto the funeral director if it is found the damage was caused by prohibited items being placed within the coffin.