

Baldarroch Chapel & Crematorium Memorial Service Application Form

(Version 3)

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/>

This form must be submitted to Baldarroch by 0900hrs two working days before the service is due to take place. No Certificate of Registration of Death (Form 14) is required, details of registrar are to be completed at Section 3.

SECTION 1 – APPLICANT

Title (Mr, Mrs etc)
Full Name of Applicant
Address of Applicant (including Postcode)

SECTION 2 – DECEASED

Title (Mr, Mrs etc)
Full Name of Deceased
Address of Deceased (including Postcode)
Date of Birth
Date of Death
Age

SECTION 3 – REGISTRAR

Full Name of Registrar
District
Date Death Registered

SECTION 4 – DETAILS OF SERVICE

(Delete Options As Applicable)

Service Details		
Day	Date	Time
Do you require an additional time slot in the chapel (See Note 1)		
Yes	No	
Will there be a coffin present at the service		
Yes	No	
Which entrance is to be used to receive the coffin		
Main Entrance	Private Door	
If the Main Entrance is to be used how will the coffin enter the chapel		
Chapel Bier	Carried	
How will the deceased's name be shown on the coffin nameplate		
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	
Which entrance is to be used for the exit of the coffin		
Main Entrance	Private Door	
How will the coffin exit the Chapel		
Chapel Bier	Carried	
Where will the burial take place (if applicable)		

SECTION 5 – 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 6 – POST SERVICE

(Delete Options As Applicable)

Do you wish the Floral Tributes to remain at Baldarroch (See Note 5)		
Yes	No	TBC
Do you want details regarding memorials options (See Note 6):		
Yes	No	

SECTION 7 – APPLICANT CERTIFICATION

I have been made aware of the contents of the Guidance Notes to this document and the facilities available for funeral services being held at Baldarroch and understand:

- All photographs/visual tributes, musical requirements for the service and all of the paperwork relating to the service/cremation must be completed, signed and submitted to Baldarroch in accordance with the table below. The aforementioned items may be required earlier than these timeframes for services being held during the period between Christmas and New Year and the first couple of working days in January of each year. I acknowledge that failure to meet these timelines may mean that Baldarroch Chapel & Crematorium might be unable to source music or be able to put together visual tributes in time for the service.

Day Of Service/Cremation	To Be Received By 0900hrs On The
Monday	Thursday of previous week
Tuesday	Friday of previous week
Wednesday	Monday of that week
Thursday	Tuesday of that week
Friday	Wednesday of that week

- 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.

Name Of Applicant	Signature	Date

SECTION 8 – FUNERAL DIRECTOR CERTIFICATION

(Delete Options As Applicable)

Name of Funeral Director														
Address (including Postcode)														
Telephone Number														
Does Coffin comply with condition guidelines (See Note 7)														
Yes	No													
Is the coffin in excess of 66.04 cm (26 inches) wide (See Note 8)														
Yes	No													
<p>I have made the applicant aware of the contents of the Guidance Notes to this document and the facilities available to them for funeral services being held at Baldarroch Chapel & Crematorium. I am aware and understand:</p> <ul style="list-style-type: none"> All photographs/visual tributes, musical requirements for the service and all of the paperwork relating to the service/cremation must be completed, signed and submitted to Baldarroch in accordance with the table below. The aforementioned items may be required earlier than these timeframes for services being held during the period between Christmas and New Year and the first couple of working days in January of each year. I acknowledge that failure to meet these timelines may mean that Baldarroch Chapel & Crematorium might be unable to source music or be able to put together visual tributes in time for the service. <table border="1" style="margin: 10px auto; width: 60%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Day Of Service/Cremation</th> <th style="text-align: center;">To Be Received By 0900hrs On The</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Monday</td> <td style="text-align: center;">Thursday of previous week</td> </tr> <tr> <td style="text-align: center;">Tuesday</td> <td style="text-align: center;">Friday of previous week</td> </tr> <tr> <td style="text-align: center;">Wednesday</td> <td style="text-align: center;">Monday of that week</td> </tr> <tr> <td style="text-align: center;">Thursday</td> <td style="text-align: center;">Tuesday of that week</td> </tr> <tr> <td style="text-align: center;">Friday</td> <td style="text-align: center;">Wednesday of that week</td> </tr> </tbody> </table> <ul style="list-style-type: none"> 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. 			Day Of Service/Cremation	To Be Received By 0900hrs On The	Monday	Thursday of previous week	Tuesday	Friday of previous week	Wednesday	Monday of that week	Thursday	Tuesday of that week	Friday	Wednesday of that week
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Name Of Funeral Director Representative	Signature	Date												

**Guidance Notes For The Completion Of The
Baldarroch Chapel & Crematorium
Memorial Service Application Form
(Version 3)**

This form must be submitted to Baldarroch by 0900hrs two working days before the service is due to take place. The aforementioned may be required earlier than these timeframes for services being held during the period between Christmas and New Year and the first couple of working days in January of each year. For ease of Reference the submission days are:

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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:

- Memorial/Funeral Service in chapel with no cremation (from 18 years of age) – £425.00.
- Memorial/Funeral Service in chapel with no cremation for children aged up to 17 – No charge.
- Extra Time in chapel – £425.00 (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. The prices shown above include:

- Bookings for services using the facilities available in chapel:
 - 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.

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. 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.

Smoking is permitted on site but not within the crematorium building. Smokers are requested to act in a responsible and considerate manner and not to smoke in the immediate vicinity of the building. Cigarette butts are to be disposed of in the bins provided alongside the carparks.

Dogs are more than welcome on the crematorium grounds and in the chapel. Dog owners are requested to act in a responsible manner and clear up any deposits that their dog may leave behind.

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. Please note that the screens cannot be switched off if slideshows are to be shown during the service.

To help cater for services where all mourners cannot be accommodated in the chapel/foyer a TV screen is located round the side of the building at the handshaking area to allow mourners to view and hear the service. For exceptionally large amounts of mourners an external speaker system can be hired if required through our approved contractor (i.e. Atmosphere Lighting & Sound) to allow audio of the service to be broadcast at the front of the building. Anyone wanting to use an external speaker system will be responsible for covering the costs as these are not included in the price of the service. Please contact the crematorium on 01330 844042 should you require an external speaker system. The crematorium staff will then make all of the necessary arrangements with Atmosphere Lighting & Sound and confirm the current costs as these are obviously subject to change. The costs for the external speaker system will be added to the invoice for the service.

Whilst every effort is made to ensure all of the Audio & Visual equipment is serviceable and ready to use the crematorium cannot be held accountable for technical failures of this equipment or loss of power to the building (i.e. a power cut).

- **Live Streaming of Funeral Service.** Services at Baldarroch are streamed via Vimeo. An unlisted link (i.e. only those with the link can view the service) to the live stream of the funeral service will be sent to the funeral director a minimum of 48 hours prior to the service commencing. The link will then be forwarded to applicant for them to pass onto those who they wish to

view the service. Please note that no public links are created so the applicant is in total control of who views the service. No password is required to view the stream; simply click on the link to view the service which will be activated as mourners enter the chapel prior to the service commencing and will run until the last mourner exits the chapel. 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. 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. Edited recordings of the service commence from when the principal mourners or coffin enter the chapel (whichever is the later) and finish when the principal mourners exit the chapel. Edited recordings are normally completed within 7 days of the funeral service. 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 within the chapel are shown below.
 - **Organ.** The crematorium has 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. The crematorium does not hold an account for any music streaming services (i.e. Spotify, Amazon, Google etc) so links to these providers is of no use. 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 services 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.

All photographs/visual tributes and musical requirements for the service are to be submitted to crematorium by no later than 0900hrs two working days prior to the actual service/cremation. The aforementioned may be required earlier than these timeframes for services being held during the period between Christmas and New Year and the first couple of working days in January of each year. Failure to meet these timelines might mean that Baldarroch might be unable to source music or be able to put together visual tributes in time for the service. For ease of Reference the submission days are:

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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 – 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 shown below. These costs (less the Butterfly Tree Memorial) include the inscription of 65 letters/symbols on the memorial. Any additional text beyond the initial free 65 are charged at £1.85 per letter/symbol.

- **Sanctum Memorial:** There are 2 colour schemes available, these being Blue Pearl and Gey/Black and with inscription available in either gold or silver lettering. The costs include the opening/closing of the Sanctum for the first set of ashes. A £100 charge is raised for the opening and closing of the sanctum for placing additional ashes inside.
 - Blue Pearl:
 - Lease Costs:
 - 10 Years – £1495.00
 - 15 Years – £1745.00

- 20 Years – £1945.00
- Grey/Black:
 - Lease Costs:
 - 10 Years – £935.00
 - 15 Years – £1185.00
 - 20 Years – £1385.00
- **Wall Mounted Plaque Memorial.** Black, Grey and Red Wall Plaques are available with the inscription in either gold, silver or black lettering.
 - Lease Costs:
 - 10 Years – £385.00
 - 15 Years – £470.00
 - 20 Years – £560.00
- **Columbarium Memorial.** Black plaques available with inscription in either gold or silver lettering.
 - Lease Costs:
 - 10 Years – £360.00
 - 15 Years – £445.00
 - 20 Years – £535.00
- **Kerbstone Memorial.** Black plaques available with inscription in either gold or silver lettering.
 - Lease Costs:
 - 10 Years – £535.00
 - 15 Years – £670.00
 - 20 Years – £760.00
- **Butterfly Tree Memorial.** This memorial is only available for deceased aged under 18 years. Various coloured 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 send a copy via e-mail or post.

www.baldarrochcrematorium.co.uk

Note 7 – Coffins. It is imperative that all coffins entering the crematorium meet the following guidelines:

- **Unsound/Unsafe Condition.** Any coffin found to be in an unsound or unsafe condition for display in the chapel 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 8 – 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.