

MORTLAKE CREMATORIUM BOARD

Kew Meadow Path, Richmond, TW9 4EN

Tel 020 8876 8056, Fax: 020 8878 2472 Email: info@mortlakecrematorium.org

Notice of Cremation

DAY AND DATE OF SERVICE:			TIME:
FULL NAME OF THE DECEASED: – Title Mr/Mrs/Miss/Ms Other			AGE:
ADDRESS:			
Religion of Deceased:		Name of Minister:	
Service Details (Please circle)	Committal Only	Full Service	Organist required
At Committal (Please circle)	Curtains to close	Doors to open, coffin to move	No curtains or doors coffin to remain in situ
Entry Music			CD / Organist
Hymn / Music			CD / Organist
Hymn / Music			CD / Organist
Committal Music			CD / Organist
Exit Music			CD / Organist
Special requests for the service (e.g. donations plate, easel, table required, etc.)			

Services from 10.00 am are 40 minutes, including the time for people to be seated and leave the chapel. Services at 9.00 and 9.30 are 30 minutes. Should you wish to have a longer service this may be arranged on request. There is a facility to use iPods however these must be played by the family. If the CDs are burnt copies, you are advised to bring these to be tested on the Crematorium system at least 24 hours before the service. Please make sure all CDs are clean and not scratched.

All coffins must be suitable for cremation to ensure we can meet with strict Environmental Policies regarding emissions. The use of plastics should be minimised with natural materials encouraged wherever possible. Zinc or lead lined coffins cannot be cremated. You can put personal items in the coffin such as photos, letters, flowers, glasses, cigarettes. Please do not place items made of plastic, flammable liquids such as alcohol, aerosol cans, batteries or perfume bottles. This is because plastics have an adverse impact on the environment and other items such as flammable liquids, batteries can cause an explosion, which can affect the cremation process.

Mortlake Crematorium is one of a growing number of Cremation Authorities that has any metal residues resulting from cremation collected, recycled and the monetary proceeds are given to a local charity. The Cremation will be carried out within 72 hours of the service in accordance with the Guiding Principles in the Charter for the Bereaved.

Any floral tributes from this funeral will be removed from the display area by 9.00 am on the following Monday, unless we are requested otherwise.

We will send information about remembrance services and memorial options at the Crematorium. If this is not wanted please tick the box. (We will not share your information with anyone else)

Name and address of Funeral Director	Signed by applicant:
Tel No:	Date: Please ensure you fill in and return an ashes instruction form