SOUTH-WEST MIDDLESEX CREMATORIUM BOARD

SERVICE ARRANGEMENT FORM FOR BABY/CHILD

NAME _____

SERVICE:- DAY _____ DATE _____ TIME _____ **A.M.**

DENOMINATION:- _____ SERVICE FULL ☐ COMMITTAL ONLY ☐

CHAPEL REQUIRED:- OGDEN (150 SEATS) ☐ JAMIESON (80 SEATS) ☐

FUNERAL DIRECTOR / BRANCH:- _____ EMAIL:- _____

NAME OF MINISTER/CELEBRANT:- _____

THEIR CONTACT DETAILS:- TEL No:- _____ EMAIL:- _____

IS AN '**ORDER OF SERVICE**' BEING PRINTED? YES ☐ NO ☐

ASHES CANNOT BE GUARANTEED FROM A BABY CREMATION UNLESS A COFFIN OF NOT MORE THAN 11 INCHES WIDE AND 21.5 INCHES (INCLUDING HANDLES) IS USED. THE CREMATORIUM CAN PROVIDE THE APPROPRIATELY SIZED BABY COFFIN FREE OF CHARGE. PLEASE CONTACT THE CREMATORIUM ADMINISTRATION OFFICE

MUSIC REQUIREMENTS

To be submitted to the Crematorium Office no later than **72 hours** prior to the funeral day (Monday services, latest 10:30 am Thursday). Choice of music to include title and artist ***(hymns - title only + No. of verses + Choir / No Choir)***
If the artist is not known or requested, the most well known version will be played.

The Wesley Music System is operated at the Crematorium. To see the latest library of music available, go to www.wesleymusic.co.uk Music not already available can be ordered; ***minimum 72 working hours notice is required.***

1 _____

2 _____

3 _____

Organist required? (Additional fee) YES ☐)

Do you require a private broadcast, live via the internet? (Additional fee) YES ☐) tick box

Do you require a DVD recording of the service? (Additional fee) YES ☐)

Do you require additional time in the chapel (Additional fee) YES ☐)

Normal service time is 30 minutes (5 mins. to enter chapel; 20mins. Service; 5 mins to exit chapel)

SPECIAL REQUESTS OR OTHER INFORMATION
(e.g. curtains to remain open; wheelchair; picture easel; extra large number attending etc.)

_____

Floral Tributes will be removed early morning on the 4th day after the service. If you wish them to stay longer, please contact the crematorium office.

Additional items, particularly of glass or plastic, must not be placed within the coffin.

Please be advised that all cremations will be carried out in accordance with the Guiding Principles in the Charter for the Bereaved i.e. within 72 hours of the service taking place.

FULL DETAILS OF THE COFFIN CONSTRUCTION AND PERMITTED CLOTHING ARE GIVEN OVERLEAF.

This form must be signed by the Applicant for Cremation.

I agree to the conditions outlined in this form:-

Your full name: - _____ Signature:- _____
(Print)

E-mail:-
music@swmcrematorium.gov.uk
enquiries@swmcrematorium.gov.uk

Hounslow Road, Hanworth
Feltham, Middlesex TW13 5JH

Tel:- 020 8894 9001
Fax:- 020 8898 8590

The following statement must be signed by the funeral director.

(failure to do so may lead to a delay in the service and/or cremation arrangements)

1. CONSTRUCTION OF THE COFFIN. The coffin must be made of a suitable material which, when placed in a cremator and subjected to the cremation process, is easily combustible and which does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion. No metal furniture or fittings whatever shall be used in the manufacture of such a coffin, except as necessary for its safe construction and then only metal of a high ferrous content. Cross pieces must not 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. External coatings to a coffin must allow for smokeless combustion and the use of nitro-cellulose varnish, polyurethane, melamine and any products containing polyvinyl chloride (PVC) must not be used. Water based lacquer free from additives containing heavy metals may be used for coating a coffin or a suitable cloth may be used for covering a coffin. The exception to the foregoing is the use of polystyrene which is restricted to the coffin nameplate only and this must not exceed 90 grams in weight.

2. LINING OF THE COFFIN. The use of sawdust or cotton wool must be avoided. If lining a coffin is necessary, this should be manufactured from polythene not exceeding 75 microns in thickness. Lead or zinc linings must not be used. **The use of shredded paper within a coffin is not permitted**.

   SIZE OF THE COFFIN. We have installed new cremators at the Crematorium that will now accept larger coffins. The maximum size coffin we can now accept is:
   41 x 84 x 27

   Please advise actual details for this cremation:

   Length ……Width ……. Depth ……. Weight ……..

   Style: standard wood ☐ casket ☐ wicker / bamboo ☐ cardboard ☐

3. **CLOTHING. In order to minimise the release of pollutants to the air, clothing should be of natural fibres and shoes or any material manufactured from PVC must not be included. Body adornments manufactured from copper should be removed as should any easily removable protheses or casts of plaster or other material.**

   Additional items, particularly of glass or plastic, must not be placed within the coffin.

I/We confirm that the coffin to be supplied for this cremation fully meets with the conditions stated above.

Signed ……Date ……..

Name in block letters …….

Funeral Director …….