



clyde coast and
garnock valley
crematorium

Cremation Number: _____

SERVICE DETAILS FORM

TO BE COMPLETED IN ADDITION TO APPLICATION FORM

Name of deceased:

Day and Date of cremation: Time: am
pm

FULL SERVICE COMMITTAL ONLY NO SERVICE PRIVATE SERVICE
(please tick appropriate box)

Thinking of the number of mourners expected to attend the service, will you require (please tick relative box below):

Large Ceremony Hall (inc. waiting room) Standard Ceremony Hall Ceremony Hall not required
Max 224 persons Max 154 persons

Name of Officiant: Denomination:

Organist Required? Yes No (please tick appropriate box)

F.D. Please contact Rhona Gourley on 01475 531282 or 07912 884034 to discuss your requirements

Please order the music for the service from our Wesley Media client portal

(please contact us for instructions on how to access and use Wesley Media).

Wesley Media event number:

Music to be played In / during / out <small>(please indicate below)</small>	Track title or first line of hymn Please mark committal track with a *	Artist and/or Composer

We are able to offer additional media services which can further personalise your service with us.

Please indicate if you would like any of the following (please note that these services incur additional fees):

Visual Tribute To Be Played During Service (This Can Be Photographs Or Video Clips) YES NO

Recorded Voice Messages To Be Played During Service (no charge) YES NO

Webcast Of Service YES NO

Do you wish a recording of the Service? YES NO How many copies of the recorded Service do you require?

During committal, do you wish the voile curtain to (please tick) close: remain open:

Will there be a Retiring Collection? If so, please provide the name of the beneficiary:

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MEMORIAL OPTIONS

As part of our personalised service, we would like to contact you in the days after the service to offer a choice of unique memorial keepsakes and options for the interment of ashes in one of our private memorial locations.

Please indicate if you are happy for us to contact you and by what means:

I am happy for you to contact me by: post email

I do not wish to be contacted

CREMATED REMAINS

If ashes are to be returned, would you prefer them:

In a BIODEGRADABLE ASHES BOX (free of charge):

In a POLYTAINER (additional fee):

In a BIODEGRADABLE SCATTERING TUBE or URN OF YOUR CHOICE (additional fee):

In accordance with the Institute of Cemetery and Crematorium Management's 'Guiding Principles for the Charter for the Bereaved' all cremation will take place within 72 hours of the service taking place and where cremation may not be carried out on the same day, the Applicant for Cremation shall be notified and authorisation sought to hold over the deceased for cremation at the earliest possible opportunity.

INSTRUCTION TO FUNERAL DIRECTORS

CONSTRUCTION OF THE COFFIN: The coffin must be made of wood or a wood by-product which, when placed in a cremator and subjected to the accepted 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 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 is 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. The coffin must not be painted or varnished but may be covered with a suitable cloth. Products manufactured in polyvinyl chloride (PVC), melamine, chlorinated plastic packaging, polyamidoamine-epichlorhydrin based resin (PAA-E), lead or zinc 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.

LINING OF THE COFFIN: The use of sawdust or cotton wool must be avoided. If circumstances require, suitable sealing material may be used, but no metal, rubber or polyvinyl chloride will be permitted and on no account should pitch or similar substances be used.

SIZE OF THE COFFIN: The external dimensions of a coffin must not exceed 2400mm (94 inches) in length, 1070mm (42 inches) in width and 640mm (25 inches) in depth. Maximum weight permitted is 300Kg (47 stones).

We confirm that the coffin to be presented for cremation at the above stated date and time has been constructed in accordance with these instructions. We further agree to meet ALL requisite fees in relation to the aforementioned cremation. We further agree to reimburse Clyde Coast and Garnock Valley Crematorium all reasonable costs should the cremation be delayed or cancelled due to our failure to provide the necessary documentation as stated above.

FUNERAL DIRECTORS: TEL. NO:

ADDRESS:

SIGNED ON BEHALF OF THE ABOVE:

PRINT NAME :

The appropriate Application and Service Details Forms, fully and correctly completed, together with the Certificate of Registration of Death and any additional paperwork as required must be lodged with the Clyde Coast and Garnock Valley Crematorium Office, Dalry, KA24 5LE by 10am two working days prior to the day of cremation. We are happy to receive scanned copies provided the forms include original handwritten signatures or digital signatures. See overleaf instructions for applying a digital signature.

All information provided will be processed in line with current data protection legislation. It is a requirement of the Burial and Cremation (Scotland) Act 2016 that Horizon Cremation retain application information for 50 years from the date of the cremation. Requests for information we hold can be made by contacting us by letter.

[PRINT DOCUMENT](#)

[SUBMIT COMPLETED FORM BY EMAIL](#)

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