

Direct Dialling - 02476 376357

Email: cemetery.office@nuneatonandbedworth.gov.uk

APPLICATION FOR BOOK OF REMEMBRANCE IN OASTON ROAD CEMETERY

Dear Sir/Madam

An inscription is a simple and lasting tribute displayed in our Remembrance room situated in Oaston Cemetery.

A page within the traditionally bound book is turned every day displaying timeless inscriptions to honour and mark the lives of those dearest on a significant date.

You may prefer a birthday, wedding anniversary or perhaps the date your loved one passed away. A message can be added after a burial or after ashes have been strewn in the Garden of Remembrance.

Hand lettering is carefully inscribed by skilled calligraphers in red, gold and black lettering with options to include artwork for that additional flourish. It's a wonderful way to celebrate their life and a place for family to visit.

If you wish to arrange an entry in the Book of Remembrance please complete the application form and return it with appropriate payment. You will need to state clearly the date you prefer for your entry to be inscribed.

We recommend that you visit our Remembrance Room before you submit an application.

Yours faithfully

Saeeda Motala
Cemetery Officer
(Mon to Fri 9.00 am to 12.noon)

Please complete this application form if you would like to place an entry in the Book of Remembrance.

The artist updates the book every 4 to 6 months.

Price per line - £29.00 (Inc. VAT). The maximum number of letters/figures per line is 30

There are a wide variety of flowers, badges, crests etc. that can be copied, provided illustrations are available at the time of order. These are available at additional cost, a price can be provided on request

Please complete the form below including the inscription template.

Purchaser Name	
Purchaser Address	
Telephone Number	
Email address	
Name of Deceased(s)	
Who died on	
Date of Entry in Book	
Scatter or Burial Location	

Please pay by Debit/Credit card during office hours or alternatively enclose a cheque payable to Nuneaton and Bedworth Borough Council. Alternatively please send your completed application form along with payment to:

NBBC, Cemetery Office, Town Hall, Coton Road, Nuneaton, CV11 5AA

Guidance and terms to complete your Book of Remembrance application

All entries must be submitted carefully and spellings, dates and other details will need to be checked before submission. It will not be possible to correct any mistakes once the entry has been inscribed in the book, and charges may apply if errors can be corrected. Once an entry is inscribed in the book it cannot be removed.

To help construct your entry, the following guidance should help you

1. All lines must not exceed 30 characters, including spaces. Please leave a blank box after any punctuation.
2. The first line must be the name of the deceased, surname first, followed by any given names
3. The remaining lines are for your choice of text. The Council has the right to refuse any inscription deemed unsuitable.
4. Entries must consist of a minimum of 2 lines and a maximum of 8 lines.
5. An entry may be embellished with a design or an emblem such as a spray of flowers, dove or coat of arms. Designs or emblems can only be chosen at the time of application as they may not be able to be added at a later date. Additional charges apply.
6. For nonstandard designs or emblems, a good quality picture will be required so the artist can copy the image. Images covered by copyright cannot be used or replicated unless written authorisation from the copyright holder is attached to the application. The picture will be returned to you following the completion of the entry. A quote will be provided for a customised drawing
7. Final layout and style is entirely at the discretion of the artist / calligrapher.
8. The Council are unable to accept responsibility for an incorrect inscription due to illegible writing.
9. Applications must be submitted 2 months before the date of entry
10. The Book will be available on display every day as per the times provided in the Cemetery Rules and Regulations. These may be subject to change dependent on daylight hours.

January & February	9.00am to 4.30pm
March & April	9.00am to 5.30pm
May to August	9.00am to 7.00pm
September & October	9.00am to 5.00pm
November to December	9.00am to 4.30pm

Please note that in submitting this application, you have read and agree to the guidance, terms and conditions set above

Signature **Date.....**

