

## Cambridge Bereavement Services: Funeral Service Instructions

When complete, this form must be delivered together with Cremation Forms 1, 4, 5 and the disposal certificate (or in case of an inquest with Cremation Form 6) to the Crematorium **by 1 pm** three working days prior to the cremation (or five days if the applicant wishes to inspect forms 4 & 5).



Arrangement		
Day of Service (Day): <input style="width: 100px;" type="text"/> Date: <input style="width: 100px;" type="text"/> Time: <input style="width: 100px;" type="text"/>		
Chapel Required: East: <input type="checkbox"/> West: <input type="checkbox"/> Type of service: Full: <input type="checkbox"/> Committal: <input type="checkbox"/> Other: <input style="width: 100px;" type="text"/>		
Appointed Funeral Director: <input style="width: 100%; height: 20px;" type="text"/>		
Deceased's Details		
Name of Deceased (in full): <input style="width: 100%; height: 20px;" type="text"/>		
Name to appear on chapel lists/floral tribute cards: <input style="width: 100%; height: 20px;" type="text"/>		
Age last birthday: <input style="width: 50px;" type="text"/> Date of Birth: <input style="width: 100px;" type="text"/> Date of Death: <input style="width: 100px;" type="text"/>		
Denomination: <input style="width: 150px;" type="text"/> / None <input type="checkbox"/>		
Service Instructions		
Name of Officiant: <input style="width: 100%; height: 20px;" type="text"/>		
Display religious symbols: Yes <input type="checkbox"/> No <input type="checkbox"/> Display candles: Yes <input type="checkbox"/> No <input type="checkbox"/> Service sheets: Yes <input type="checkbox"/> No <input type="checkbox"/> Donation box required: Yes <input type="checkbox"/> No <input type="checkbox"/>		
At committal should curtains and voiles: Both be left open: <input type="checkbox"/> Both be closed: <input type="checkbox"/> Voiles only closed: <input type="checkbox"/>		
Is a recording required? CD <input type="checkbox"/> DVD <input type="checkbox"/> USB <input type="checkbox"/> Quantity of CDs/DVDs/USBs: <input style="width: 50px;" type="text"/>		
Are the following required? Bearer: Yes: <input type="checkbox"/> No: <input type="checkbox"/> Visual Tributes: Yes <input type="checkbox"/> No <input type="checkbox"/> Customs letter: Yes: <input type="checkbox"/> No: <input type="checkbox"/> Webcast: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Coffin Construction: <input style="width: 100px;" type="text"/> Coffin Size: <input style="width: 100px;" type="text"/> Coffin Weight: <input style="width: 100px;" type="text"/>		
Music Requirements		
<p style="color: red; margin: 0;">Please take into consideration that the service duration is strictly for <b>30 minutes</b>. Should you require a longer service, we can offer a double service time.</p>		
	Hymn or Track Title	Artist and/or Composer <small>Please indicate choir backings for hymns or if you are providing a musician/organist</small>
Enter	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Hymn / Track	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Reflection/ Committal	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Hymn/Track	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Leave	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

Additional Requests/Special Instructions:

Are ashes required the following day? Yes  No

Please be aware that we cannot guarantee that ashes will be ready for the following day. Where they are required the next day, service arrangements should be made before midday.

Metals: All metals remaining following cremation will be disposed of in the most suitable manner to reduce the impact to our environment. Any metals recovered will be taken to a central point within the UK for recycling. This will include the sensitive recycling of orthopaedic implants to avoid the usage of non-renewable resources and comply with existing legislation. All surplus monies derived from the recycling scheme will be distributed amongst selected bereavement charities. *Please note: precious metals are not recoverable following the cremation process.*

Should you wish to collect any metals left after the cremation, please indicate by ticking the box and arrange to collect the metals from the Crematorium General Office

Guidance for Applicant's Instructions for Ashes

Please make your choice of instruction on Form 1, but please note the following information.

Unwitnessed scattering: Ashes will be scattered 2 weeks after the service. If no location is stated, a fitting focal point in the grounds will be chosen by crematorium staff and recorded in the cremation register.

Witnessed scattering: Please contact the office to arrange a suitable date and time for you.

Applicant or nominated person collection: Identification must be provided before ashes are released.

Funeral director collection: If the ashes are not collected from the Funeral Director's office by the applicant within 6 months, I hereby understand and agree that the ashes can be returned to the crematorium and scattered in the Gardens of Remembrance with the location being recorded in the cremation register.

Final resting place with a memorial: Please contact the General Office to discuss your requirements for commemorating your loved one.

Retain: To assist you in making a decision on the final resting place we can hold the ashes, without charge, for a period of 3 months. We will contact you during this time to assist you in making a decision on the final resting place. After 3 months, we will make a charge on a monthly basis.

Environmental Policy

Cambridge City Council is committed to constantly reducing the environmental impact of its operations. The most effective way to reduce our carbon footprint and help protect the environment is through the efficient use of our energy consumption. To achieve this some cremations may not necessarily take place directly after the service. Our aim is carry out the cremation within 72 hours of the funeral service.

Data Protection

Cambridge City Council will use the information you have provided on this form for cremation administration purposes and to give you information about memorials. You have the right to see the information held about you and to have any inaccuracies corrected. **By submitting this Funeral Instructions Form you will be indicating your consent to receiving memorial information from us, unless you have indicated an objection to receiving such information by ticking this box:**

Applicant's Declaration

**Please print and sign this form by hand and return to the general office at Cambridge Crematorium along with the rest of the required paperwork.**

My signature confirms my agreement with the conditions stipulated on this form.

Applicant's title:  Applicant Full Name:

Applicants Signature:  Date: