



EASTBOURNE **Crematorium** **Memorial Pack**

EASTBOURNE
Borough Council



www.lewes-eastbourne.gov.uk

The background image shows a well-maintained memorial garden. In the foreground, there's a stone wall with two wooden benches. Behind the wall, there are various plants, including tall grasses, shrubs, and trees. The garden is surrounded by a paved path and a body of water in the foreground. The overall atmosphere is peaceful and natural.

the memorial gardens

The Gardens, which surround the Crematorium, contain a variety of different memorials. These memorials are for five or ten year periods initially, but the dedication period may be renewed for a further term (or terms). There is no limit to the number of times a memorial can be renewed.

Roses are planted in formal beds, each containing a single variety. Shrubs and trees are limited in number and only existing plantings can be dedicated. This ensures that the Gardens are not over planted.

The placing of cut flowers and pot plants or other adornments within the gardens is discouraged, because they detract from the peaceful ambience and natural beauty of the grounds.



cremation memorials

There are a number of different memorials available to commemorate your loved one. Each scheme varies slightly with regard the size of the inscription that will fit the relevant scheme.

Over the following pages is some additional information which may help you complete your memorial application.

However, should you require further assistance please call 01323 761093 and a member of staff will be happy to assist you.

Full price details and dedication periods for all the available schemes appear on the separate price list enclosed with this pack.



Arboria wall plaque

Wooden-style wall plaques displayed on panels in the Book Room.

Dedication period – 5 years, renewable for a further 5-year period at half the current fee at the time of renewal.

- **PLAQUES with Text Only**
First line (*name line*) up to 25 characters
Four subsequent lines up to 32 characters
- **PLAQUES with a Coloured or Drawn Motif** First line (*name line*) up to 18 characters
Four subsequent lines up to 25 characters
- **PLAQUES with 1 x Photo Plaque***
First Line up to 18 characters
Four subsequent lines up to 25 characters

* Plaques including two names may accommodate two separate photo plaques, but inscriptions will be reduced by a further six characters per line.

Please discuss this requirement with us before you submit your application to ensure your inscription will fit before you order.

Please note that there is an additional fee for second photo plaque – please contact the office for this.



Athenia wall plaques

Stone style wall plaques displayed on panels in the Cloister Garden.

Dedication period – 5 years, renewable for a further 5 year period at half the current fee at the time of renewal.

- **PLAQUES with Text Only**
First line (*name line*) up to 25 characters
Four subsequent lines up to 32 characters
- **PLAQUES with a Coloured or Drawn Motif** First line (*name line*) up to 18 characters
Four subsequent lines up to 25 characters
- **PLAQUES with 1 x Photo Plaque***
First Line up to 18 characters
Four subsequent lines up to 25 characters

* Plaques including two names may accommodate two separate photo plaques, but inscriptions will be reduced by a further six characters per line.

Please discuss this requirement with us before you submit your application to ensure your inscription will fit before you order.

Please note that there is an additional fee for second photo plaque – please contact the office for this.

Classic wall plaques

Bronze-coloured plaques displayed on panels in the Cloister Garden.

Dedication period – 5 years, renewable for a further 5-year period at half the current fee at the time of renewal.

Text only available

Up to 90 characters over a maximum of four lines with a maximum of 43 letters or numbers on a line can be included in the inscription.

Please note that names appear in larger letters than the other lines so the number of letters is reduced slightly.

Although space is slightly limited, a second name can be included within the inscription if required.

Please see the important information regarding renewal notices for metal memorials at the end of this leaflet.

Bronze Kerb Plaque

**Displayed on the terracotta edging
on the forecourt lawn and the rose walk pathways.**

Dedication period – 5 or 10 years, renewable for a further 5 or 10 year period at half the current fee at the time of renewal.

Text only available

Up to 90 characters over a maximum of seven lines with a maximum of 20 letters or numbers on a line can be included in the inscription.

Please note that names appear in larger letters than the other lines so the number of letters is reduced slightly.

Although space is slightly limited, a second name can be included within the inscription if required.

Please see the important information regarding renewal notices for metal memorials at the end of this leaflet.



BARBICAN tablets

Granite tablets displayed on a light grey granite centre piece pillar located next to the Book of Remembrance Room.

Dedication period – 5 years, renewable for a further 5-year period at half the current fee at the time of renewal.

Tablets are available with a choice of design from text only in silver lettering, to text with a drawn or coloured motif, or ceramic photo plaque added.

Fees apply for the additional artwork and depend on the complexity of the design. *Please contact us for further information.*

Inscriptions are set over a maximum of six lines each with a maximum 23 letters or numbers on a line including spaces. Please note however, that all tablets have fixing holes between lines three and four, so please reduce each of these lines to no more than 15 characters on text only tablets or 13 on Motif or Photo Plaque tablets.

Please also note that names are inscribed in slightly larger letters and therefore should not exceed 12 characters per line.

If a third line is required for the name, then line six may not be used.

Artwork or photo plaques will take up the first six character spaces over the first four lines so please reduce these lines to no more than 13 characters.

Please do not forget to include spaces in your inscription.



Vase Block Tablets

Pink granite tablets inserted on pink granite vase blocks are located in the Cloister Garden

Black polished slate tablets inserted on white marble vase blocks are located under the Rose Arches on Area D and Area E of the Garden of Remembrance.

Dedication period – 10 years, renewable for a further 10-year period at half the current fee at the time of renewal.

Each tablet, pink or black can hold a maximum of 90 characters over a maximum of six lines and no more than 20 letters or numbers a line.



Memorial Rose or Shrub with a Prong style Plaque

Rose Beds and Shrubberies are located throughout the Garden of Remembrance.

Dedication period – 5 years, renewable for a further 5-year period at half the current fee at the time of renewal.

The rose bushes and the shrubs are all pre-planted, but we offer a wide range of variety, colour and location. Where available, you can select the rose or shrub bed location. Please be aware however, that cremated remains are not scattered in rose or shrub beds but nearby on designated lawned strewing areas.

A Bronze plaque on a prong is placed in front of a dedicated shrub or rose. Plaques are a standard size (5" x 3") and allow for text only over a maximum of seven lines of a maximum of 16 letters per line.

Please note that names appear in larger letters than the other lines so the number of letters is reduced slightly.

Although space is slightly limited a second name can be included with the inscription if required.

Please see the important information regarding renewal notices for metal memorials at the end of this leaflet.

Memorial Trees

with a Prong style Plaque

Memorial trees may be available, but we advise you to contact staff before applying as there is a limited supply.

Dedication period – 10 years initially, but renewable for a further 5- or 10-year period at half the current fee at the time of renewal.

Due to the size of the grounds, we are unable to plant more trees, so please be mindful that the trees we do have are all pre-planted. Where available, you may be able to select the location, but please be aware that cremated remains are not scattered directly around individual trees but nearby on the designated lawned strewing areas.

A Bronze plaque on a prong is placed in front of a dedicated tree. Plaques are a standard size (5" x 3") and allow for text only over a maximum of seven lines of a maximum of 16 letters per line.

Please note that names appear in larger letters than the other lines so the number of letters is reduced slightly.

Although space is slightly limited a second name can be included with the inscription if required.

Please see the important information regarding renewal notices for metal memorials at the end of this leaflet.



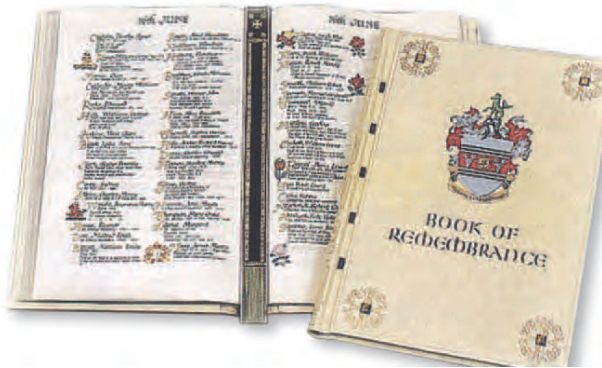
Book of Remembrance

Entries consist of two, five or eight lines and are our only permanent form of Memorial available.

The Book of Remembrance currently consists of two volumes per quarter with a double page for each day in each volume. The Books are on display in the Book of Remembrance Room which is adjacent to the Main Chapel. Vases are provided in this room where you can place cut flowers on special anniversaries if you wish. Potted plants can be placed in the Main Chapel when services allow.

The Books are displayed in cabinets and the pages are turned each day to display the current date. However, if you are unable to visit on a particular day then you can arrange to visit at another time and we will turn the pages for you provided the books are on site. To avoid disappointment, we advise you call us to check that the books are here before you visit.

You can select to have an entry on any day you like; it does not have to be the date of death although this is most often chosen. You can have an anniversary of your choosing if you prefer which may be a wedding anniversary or birthday for example. Just specify the chosen date on the application card and if this is different from the date of death, please specify what the date represents, for example, 'Birthday'.



Entries are inscribed over 2, 5 or 8 lines of no more than 32 letters or numbers per line. The first line is always just the name, with the surname first. The initial letter is always illuminated in Gold. Entries can include two names but only one may appear on the top line and only one entry per person is permitted.

Additional hand painted emblems can be chosen to go along side either the 5 and 8 line entries but not a two line entry as there is insufficient space. You can choose any design, colour or badge but please be as specific as you can to help the artist produce the emblem as closely to your requirements as possible. If possible, please provide a picture reference if you require a specific design or badge. If you select a flower or other generic design and do not wish to provide a picture reference, these will be painted as the artist interprets. Please note however, that all emblems are hand drawn and painted therefore exact copies are not possible but reproduced as closely as possible.

Copies of the entries, as shown in the large Books, can be purchased in either Miniature Books or Memorial Cards. Examples of these can be seen in the Book Room or in the office. Please ask for details should you require any assistance.

Metal Plaque Dedications

Important information regarding renewal notices

At the end of a period of dedication you will be sent a renewal notice inviting you to re-dedicate the memorial plaque for a further period if you so choose.

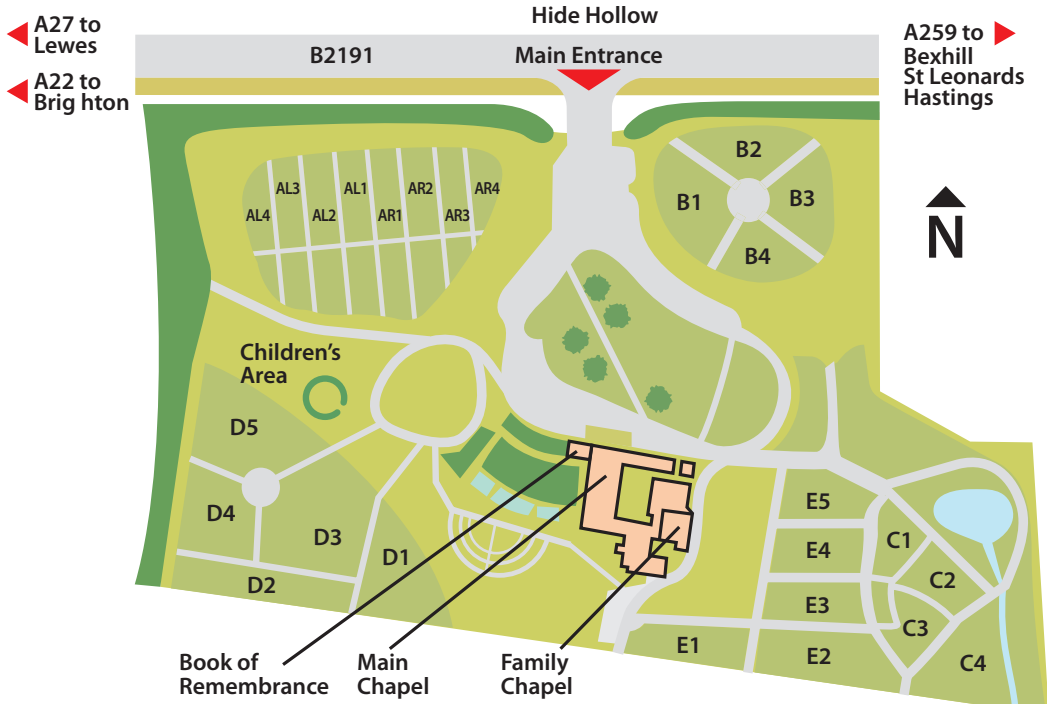
If you choose not to renew the period of dedication, you can request that the plaque is posted to you if you are resident in the UK. A fee will apply for this service.

Alternatively, the plaque will be retained in storage for you to collect.

Please note that if you do not collect your plaque within 12 months of the expiry date as shown in the invitation to renew letter, it will be included in the Institute of Cemetery and Crematorium Management's (ICCM) Metal Recycling Scheme. This scheme is designed to benefit the environment and provides income to death related charities. Details of the scheme can be obtained from the Crematorium Office.

If you wish to have the plaque posted to you or you wish to collect the plaque, please arrange this with the crematorium office by calling **01323 761093**. Card payments for postage can be made over the phone if required.

Please note that if no instructions are received within 12 months of the expiry date, the plaque will be included in the ICCM Recycling Scheme.



opening times

BOOK OF REMEMBRANCE and MAIN CHAPEL

Monday - Friday	9am to 4.30pm
Saturday - Sunday & Bank Holidays	9am to 1pm
Christmas Day	10am to 12 noon

OFFICE ENQUIRIES

Monday - Friday	8.30am to 4.30pm
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GROUNDS ONLY

Summer (BST)	8am to 8pm
Winter (GMT)	8am to 5.30pm

EASTBOURNE Crematorium

Hide Hollow, Langney, Eastbourne, East Sussex, BN23 8AE
tel: 01323 761093 or e-mail: crematorium@lewes-eastbourne.gov.uk
www.lewes-eastbourne.gov.uk

