

SOUTH-WEST MIDDLESEX CREMATORIUM
SERVICE ARRANGEMENT FORM

NAME OF THE DECEASED:-

SERVICE:- DAY DATE TIME

DENOMINATION:- TYPE OF SERVICE FULL DOUBLE ☐ COMMITTAL MEMORIAL ☐

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 ☐

MUSIC REQUIREMENTS:-

The Obitus Music System is operated at this crematorium. Funeral arrangers can view the current library of available music by visiting their website at www.obitus.com, using their individual log in details. All music requests have to be submitted directly through the Obitus website, in the order that it is to be played during the service e.g. entrance, hymn/committal, exit, no later than 48 working hours prior to the funeral day (Monday services, latest Thursday). The music requests are now programmed directly by Obitus onto the crematorium music system, and not by the crematorium staff.

If music requirements are not received on time, it will not be possible to play specific requests.

Please tick any of the following boxes if the item is required

AF = Additional fee

Organist required? (AF) YES ☐

Do you require a private broadcast, live via the internet? (AF) YES ☐

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

Do you require a Visual Tribute - single photo tribute, slideshow? (AF) YES ☐

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

Normal service time is 30 minutes (which includes 5 mins. to enter and 5 mins to exit chapel)

Do you require memorial information from the Crematorium YES ☐

SPECIAL REQUESTS OR OTHER INFORMATION

(e.g. curtains to remain open; wheelchair; picture easel; extra large number attending etc.)

Floral Tributes will be displayed for 4 days. If you wish them to stay longer, contact the Crematorium Office.

Additional items, particularly 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 the 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

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:
91 x 41 x 29 (2350mm x 1050mm x 750mm)
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