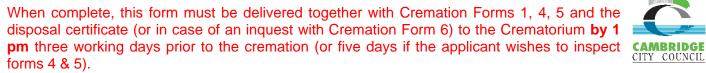
Cambridge Bereavement Services: Funeral Service Instructions





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

Email: bereavementservices@cambridge.gov.uk Tel: 01223 458000

Additional Requests/Special Instructions:
Additional Requests/special instructions.
Are ashes required the following day? Yes $\ \square$ No $\ \square$
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. <i>Please note: precious metals are not recoverable following the cremation process</i> . 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. <u>Unwitnessed scattering</u> : 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. <u>Witnessed scattering</u> : Please contact the office to arrange a suitable date and time for you. <u>Applicant or nominated person collection</u> : Identification must be provided before ashes are released. <u>Funeral director collection</u> : 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 cremation register. <u>Final resting place with a memorial: Please contact the General Office to discuss your requirements for the contact the General Office to discuss your requirements for</u>
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: \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: