

APPLICATION FOR MEMORIAL SERVICE for CREMATED REMAINS

Mintlyn Crematorium , Lynn Road, Bawsey, King's Lynn ,Norfolk PE32 1HB
Tel: (01553) 630533 e-mail: mintlyn@west-norfolk.gov.uk



This form to be returned to the Crematorium by not later than 9am 5 working days prior to the service

Day Date 20 At Am/pm

Name of deceased (in full)

Their last address

Age at death Date of Death

Please tick appropriate box

There will be a Funeral Director arranging the memorial service for me

I will be arranging the memorial service and do not require any assistance

I will require Mintlyn Crematorium to make the arrangements for music as detailed overleaf

I will also require Mintlyn to arrange the following: (list)

Full name of applicant

Full postal address of applicant

Post code Contact phone number

Are the cremated remains in Casket Urn

What are the plans for cremated remains after the service?

Do you wish the service to be private

Signed Date

I wish to pay by debit / credit card and ask you telephone me on during normal office hours to make payment or by prior arrangement I will bring the application and make payment in person to the Mintlyn office.

Please note our office is open for payments Monday to Friday from 09:00am to 12noon and from 2pm to 4:45pm excluding Bank Holidays

Alternatively, I wish to pay by cheque and enclose a cheque made payable to BCKLWN

GDPR statement

The Borough Council of Kings Lynn & West Norfolk has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR. You may see copies of the data held about you and ask for it to be corrected or deleted. You can find more information about Data Protection and the Council's Data Protection Officer, on our website. See <https://www.west-norfolk.gov.uk/dataprotection>



Internal Use only

Date: Receipt N^o: Fees Paid

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MUSIC REQUEST FORM

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Date of Service	
Time of Service	

Please indicate IN DURING OUT	Maximum of 4 tracks for a 25 minute service	Track Title / Hymn First Line Please mark committal track with a *	Artist and / or Composer (required for Wesley Music)	Please tick one box only for	
				Wesley Music System	Organist
	Track 1				
	Track 2				
	Track 3				
	Track 4				
	Track 5				
Wesley Music Reference:					

Recording of service There is an extra charge for these services. Please see our list of fees and charges.	Please tick if required	Quantity
CD recording		
DVD recording		
Webcast		
Wesley Music Reference		

Please give any special requests or additional information below:

Information on Music and Recordings available at Mintlyn Crematorium

We provide an organist for every service when required. We also welcome live musicians. We provide recorded music through the Wesley Music System. We can not allow tapes and commercially produced or burned CDs to be played unless you provide a CD player. Wesley Music Contact details **Website:** wesleymusic.co.uk Tel: 01536 712266 **e-mail:** requests@wesleymusic.co.uk

For recorded music, please see our library on the Wesley Music website. Select **Music Library list** and scroll down to **Mintlyn Crematorium, King's Lynn**. The Library has three public sections: When searching in the hymn library you will need to know the first line of the hymn. In the organ or general libraries you will need the proper name for the piece of music. If you have a unique recording, such as a relative singing, please contact Wesley Music for advice as they will probably be able to convert this to a suitable format and have it added to our bespoke library so it can be played for you. If the music you want is not listed in our library, Wesley Music will add the tracks you want to our library.

Recording of Services

There is an extra charge for recordings and online access. Please see our current Fees and Charges. You can order CD or DVD recordings of the service through the crematorium office using the Music Request Form. You will need to get the consent of anyone taking part in the service such as the Minister / Officiants, speakers or live musicians. We will display notices outside the chapel telling people the service will be recorded for you. Recordings should be booked at least two days before the funeral. We can also broadcast the funeral service over the internet as a webcast via password protected access. The service can viewed be live or for up to a week after the funeral.

Please telephone Mintlyn Crematorium to arrange a webcast.