

Groby Parish Council

Parish Council Office, Village Hall, Leicester Road, Groby, Leicestershire LE6 0DQ
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Parish Clerk: Beverley Greenwood. MBA. BSc (Hons). AILCM.

RENEWABLE LEASE AGREEMENT FOR INDIVIDUAL MEMORIAL PLAQUE

WE, Groby Parish Council, in the County of Leicestershire (the grantor) in consideration of the sum of
£ paid to us by:

Full name of applicant (BLOCK CAPITALS) (the grantee)

Of Address (BLOCK CAPITALS)

Post Code Daytime Telephone Number:.....(incl STD code)

Email Address.....

Relationship to deceased.....

DO HEREBY GRANT UNTO the said grantee his/her heirs and assigns the right to place a plaque in the Garden of Remembrance at Groby Village Cemetery located atfor a period of time not exceeding **20 years** from the date hereof.

This right may be renewed on expiry of the **20 years** by payment of the appropriate fee ruling at the date. If at the end of the lease period the right to the plaque is not renewed, then, in the absence of any other instructions, after a period of six months from the renewal date, the plaque will be removed. The plaque will be retained for six months for collection by the grantee. If not collected within that period it will be destroyed. The above right may be rescinded at any time during the lease period on the written instructions of the grantee who shall arrange collection of the plaque. It is the responsibility of the grantee to ensure that the rights are renewed. Although the grantor will endeavour to contact the grantee before expiry of the right no responsibility can be accepted for action taken in the absence of renewal of the right or alternative instructions from the grantee. All inscription work on the plaque shall be ordered through the grantor who will arrange for the work to be completed by an approved contractor. Apart from the plaque, supplied by the grantor, **no additional items or plants/bulbs are permitted on or in the vicinity of the plaque.** Any items in breach of this agreement will be removed and can be collected from the Cemetery Store up to 30 days after their removal.

I enclose a cheque for the initial 20 year adoption period for a memorial plaque.

I, the grantee, have read, understood and agree to all the information within this lease and confirm this by signing below.

Signed for grantee Date

Signedfor grantor (GPC) Date

Fee:	Receipt No:	GofR Section:
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You will be given a copy of this agreement for your records. Please keep it in a safe place and advise your next of kin/solicitor/executor of its existence. To enable us to advise you of any renewal or essential works required it is important that you keep the Parish Council Office informed of any change of address. In the event of the death of the grantee please contact the Parish Council Office.

Please: - write clearly in block capitals – this form is used to order your plaque.

- remember to leave spaces between names or initials.

Signature of applicant: Date of application:.....

Please return this form with your cheque made payable to Groby Parish Council to the address above

FOR OFFICE USE ONLY	
Plaque location	Plaque No
Applicant details checked? YES/NO	
Date Order Acknowledged	
Date ordered/proof requested	
Date confirmation received and order confirmed	
Date received/placed and applicant advised that memorial has been placed	