



Columbarium Wall Niche Terms & Conditions

The use of the Columbarium Wall and all the terms, conditions, rules and regulations relating thereto, are subject to the determination and control of Leitrim County Council. **These terms, conditions, rules and regulations shall be binding upon each and every party purchasing a Columbarium Wall Niche.**

- The next of kin of the deceased/Undertaker must contact the graveyard caretaker in relation to the purchase of a Niche in the Columbarium Wall following the death of a person
- Each Columbarium Niche will be allocated by the graveyard caretaker and will be assigned the next available Niche (starting left to right and progressing top to bottom)
- Niches cannot be purchased in advance
- A maximum of One Niche can be purchased at the time of death
- The purchaser shall complete Pages 1 & 2 of the Application Form ***“Purchase of Niche in Columbarium Wall – Carrick on Shannon Cemetery”*** and return to our offices (address details on Application Form)
- The cost of a Niche in the Columbarium Wall is €1,000 per Niche which includes the cost of allocation of the Columbarium Niche, the opening and closing of the Columbarium Niche and the Black Granite Plaque on the front of the Columbarium Niche.
- **This fee of €1,000 must be paid to Leitrim County Council prior to the interment of the ashes in the Columbarium Niche**
- This fee does **NOT** include inscription/engraving of the plaque which is the responsibility of the family of the deceased/next of kin. The engraving/inscription of the plaque must be carried out prior to the interment of the ashes of the deceased person – See **Appendix 1** below for ***“Inscription/Engraving of Niche Plaque on Columbarium Wall - Terms & Conditions”*** and **Appendix 2** for details of Leitrim County Council’s approved Memorial Contractor for the purposes of Inscription/Engraving of Columbarium Niche Plaque.
- Each receptacle containing the ashes of the deceased person must include a plate containing the name and date of death of the deceased.
- Each Niche in the Columbarium Wall measures approximately 380mm (W) x 255mm (H) x 205mm (D). It will be a matter for the purchaser to ensure that the dimensions of the receptacle containing cremated remains is suited to the size of the Niche being purchased and that a minimum of two receptacles can be accommodated if required.
- The planting of flowers or shrubs or the placing of photos/flowers/memorials/wreaths/toys or any other memorabilia on, in front of or adjacent to a Columbarium Wall is not permitted and if so placed will be removed by the graveyard caretaker.

- **Opening of Columbarium Niche for the purposes of the Internment of Ashes of deceased**

The columbarium Niche can only be opened for the purposes of the Internment of Ashes or the Engraving of the Niche Plaque and cannot be opened for any other reason. Before the opening of the Niche for the internment of Ashes, the following must be in place:-

- The fee of €1,000 for the Columbarium Niche must be paid to Leitrim County Council
- The Niche Plaque must be engraved (by Leitrim County Council's approved Memorial Contractor) with the details of the deceased person and this inscription must have been approved in advance by Leitrim County Council

Each Columbarium Niche will be locked and can only be opened by the following:-

1. The Memorial Contractor approved by Leitrim County Council.
3. Leitrim County Council Graveyard Caretaker / Leitrim County Council approved personnel

- **Internment of Ashes in Columbarium Niche** – A minimum of 7 working days notice must be given to Leitrim County Council of the proposed date for the Internment of Ashes in the Columbarium Niche. This is to ensure availability of Leitrim County Council staff for the opening and closing of the Niche before and after the Internment of Ashes in the Columbarium Niche. The Internment of Ashes in the Columbarium Niche must be carried out during normal working hours Monday to Friday inclusive from 9.30 am to 3.30 pm (excluding public holidays).

- **Inscription on Columbarium Niche Plaque**

Inscriptions on each Columbarium Niche Plaque must be completed in accordance with Leitrim County Council Policy as detailed in this document. The Engraving of the Columbarium Niche Plaque must be carried out by the Memorial Contractor who has been approved by Leitrim County Council for the purpose of Inscription/Engraving of the Columbarium Niche plaque. No other Memorial Contractor/Person will be authorised to carry out this work other than Leitrim County Council's approved Memorial Contractor. The family/next of kin of the deceased must arrange for the Engraving of the Niche Plaque with the Contractor approved by Leitrim County Council and must pay the Contractor for this work. Prior approval to the proposed Inscription must be obtained from Leitrim County Council prior to the work being carried out. The engraving/inscription of the plaque must be carried out prior to the interment of the ashes of the deceased person. See attached **Appendix 1** for Terms and Conditions relating to Inscriptions on Columbarium Niche Plaque. See attached **Appendix 2** for details of Leitrim County Council's approved Memorial Contractor for the purposes of Inscription/Engraving of Columbarium Niche Plaque.

Please note that a small Photograph of the deceased person can be included on the Columbarium Niche Plaque (if desired by the family of the deceased). This Photograph and the Inscription on the Columbarium Niche Plaque must be in accordance with Leitrim County Council Policy – See attached Appendix for details.

- If additional urns/ashes are to be placed within an existing niche, a temporary blank plaque shall be placed on the Niche while additional engraving is being carried out.
- Cremated remains cannot be removed from a Columbarium Niche. Any request for removal of Cremated remains from a Columbarium Niche must be made in writing to Leitrim County Council.
- The selling of a Niche to a 3rd party is not permitted, however Leitrim County Council will facilitate those wishing to return ownership to the Council.
- Scattering of cremated remains is not permitted under any circumstances within any part of a Leitrim County Council owned burial grounds.
- In any instance where the above criteria are not adhered to, Leitrim County Council reserves the right to remove any structure, inscription or other matter at variance with these criteria.



Appendix 1

Inscription / Engraving of Niche Plaque on Columbarium Wall Terms & Conditions

- The plaque dimensions are 500mm (W) x 340mm (H) x 30mm (D)
- The niche plaque is made from Indian Black Granite
- Font shall be white – typeface shall be ***“Weidemann Black”*** as per attached sample
- Inscriptions/Engraving of the Columbarium Niche Plaque is the responsibility of the Family/Next of Kin of the deceased person.
- The Inscription/Engraving must be carried out prior to the internment of the ashes of the deceased person
- The Fee of €1,000 must be paid in advance of any Inscription/Engraving and in advance of the internment of the ashes of the deceased person
- Inscription/Engraving of each Niche on the Columbarium Wall must be carried out by the Memorial Contractor who has been approved by Leitrim County Council for the purpose of Inscription/Engraving of the Columbarium Niche plaque. No other Memorial Contractor/Person will be authorised to carry out this work other than Leitrim County Council’s approved Memorial Contractor – See attached **Appendix 2** for details of Leitrim County Council’s approved Memorial Contractor for the purposes of Inscription/Engraving of Columbarium Niche Plaque.
- The family/next of kin of the deceased must arrange for the Inscription/Engraving of the Niche Plaque with the Contractor approved by Leitrim County Council and the family/next of kin of the deceased are responsible for paying the approved Memorial Contractor for this work.
- Prior approval to the proposed Inscription/Engraving must be obtained from Leitrim County Council prior to the work being carried out.
- **A small Photograph of the deceased person will be allowed on the Columbarium Niche Plaque. The dimensions of this Photograph will be approx. 50mm (W) by 70mm (H) – Please note that the only Photograph allowed is that of the deceased person and no other Photographs will be allowed on the Niche Plaque.**
- All Inscriptions/Engraving must be in accordance with Leitrim County Council policy as set out above and below
- No deviations from the above will be permitted under any circumstances

Inscription/Engraving Details

The inscription on the Columbarium Niche Plaque will be limited to the following:-

- All Inscriptions will be in White
- Typeface/Font shall be ***“Weidemann Black”*** as per attached sample
- Name, Middle Name (if desired) and Surname of the deceased person – **This must be in CAPITAL LETTERS**
- Bottom Left Hand Corner - The Niche No. must be inscribed on the bottom left hand corner of the Niche plaque

See Inscription Templates below.

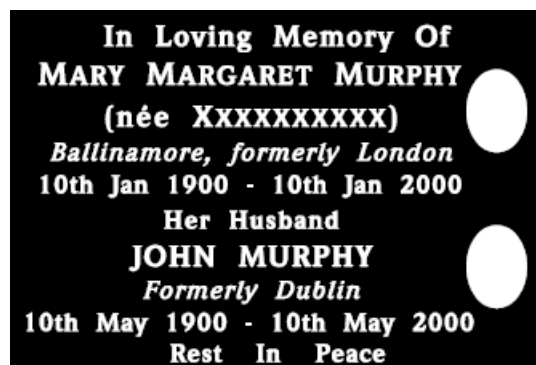


Comhairle Chontae Liatroma
Leitrim County Council

Appendix 1

Inscription / Engraving of Niche Plaque on Columbarium Wall Terms & Conditions

Inscription Templates





Appendix 2 Leitrim County Council

Approved Memorial Contractor for the purposes of Inscription of Columbarium Niche Plaque

Leitrim County Council has approved the following Memorial Contractor for the purposes of the Inscription/Engraving of Niche Plaque's on the Columbarium Wall.

- Smith Monumentals Ltd., High Street, Ballinamore, Co. Leitrim
- Telephone No. 071 9644008
- Email – smithmonltd@gmail.com.

Procedure:

- The next of kin of the deceased/Undertaker must contact the graveyard caretaker in relation to the purchase of a Niche in the Columbarium Wall following the death of a person
- Each Columbarium Niche will be allocated by the graveyard caretaker and will be assigned the next available Niche (starting left to right and progressing top to bottom)
- The purchaser shall complete Pages 1 & 2 of the Application Form ***"Purchase of Niche in Columbarium Wall – Carrick on Shannon Cemetery"*** and return to our offices (address details on Application Form)
- The cost of a Niche in the Columbarium Wall is €1,000 per Niche which includes the cost of allocation of the Columbarium Niche, the opening and closing of the Columbarium Niche and the Black Granite Plaque on the front of the Columbarium Niche.
- The purchaser must pay the fee of €1,000 for the Columbarium Niche to Leitrim County Council – See Application Form for details of how payment may be made.
- Following receipt of completed Application Form ***"Purchase of Niche in Columbarium Wall – Carrick on Shannon Cemetery"*** and receipt of the payment of €1,000, Leitrim County Council will notify our approved Memorial Contractor (Smith Monumentals Ltd., Ballinamore) of the purchase of a Columbarium Wall Niche and the Niche Number purchased. **The name and contact details of the Purchaser of the Niche and the name of the deceased person will be provided by Leitrim County Council to Smith Monumentals Ltd.**
- The Purchaser of the Columbarium Niche, i.e. the Undertaker/Family/Next of Kin of deceased, shall make contact with Smith Monumentals Ltd. and provide all necessary details to them for the required Inscription/Engraving of the Niche Plaque
- Smith Monumentals Ltd. will provide the Purchaser (The Undertaker/Family/Next of Kin of deceased) and Leitrim County Council with a proof/graphic of the proposed Inscription for the Plaque. Leitrim County Council will check that the Inscription style etc. complies in all respects with Leitrim County Council Policy for Inscription/Engraving of Niche Plaque and approve the proposed Inscription/Engraving. **It is a matter for the Undertaker/Family/Next of kin of deceased to confirm to Smith Monumentals Ltd. that all wording is correct – i.e. name(s), addresses, spelling, dates etc.** Leitrim County Council will not be responsible for any error with regard to spellings, dates, names etc. on Niche Plaque. Once the proposed Inscription is approved by both Leitrim County Council and the Undertaker/Family/Next of kin of deceased, Smith Monumentals Ltd. can then proceed to complete the work.
- The payment for the Inscription/Engraving of the Niche Plaque is a matter for the Undertaker/Family/Next of kin of deceased person to arrange directly with Smith Monumentals Ltd. **Leitrim County Council will have no involvement with regard to payment for any Inscription/Engraving of Niche Plaques.**
- Once the Columbarium Niche Plaque is engraved, the Ashes may then be interred into the Columbarium Niche on a mutually agreeable date as notified to Leitrim County Council. A minimum of 7 working days notice must be given to Leitrim County Council of the proposed date for the Internment of Ashes in the Columbarium Niche. This is to ensure availability of Leitrim County Council staff for the opening and closing of the Niche before and after the Internment of Ashes in the Columbarium Niche. The Internment of Ashes in the Columbarium Niche must be

carried out during normal working hours Monday to Friday inclusive from 9.30 am to 3.30 pm (excluding public holidays).

- Any additional Inscription/Engraving of Niche Plaque (e.g. where additional ashes are interred in a Columbarium Niche) will also be performed by Smith Monumentals Ltd. and will require the approval of Leitrim County Council.

