

GRACE AND HOLY TRINITY CHURCH
8 NORTH LAUREL STREET
RICHMOND, VA 23220



APPLICATION FOR USE OF NICHE(S) IN COLUMBARIUM

Date _____

Name: _____

Street Address _____

Telephone: (____) _____ Telephone: (____) _____

Number of Niche(s) to be reserved ____single ____double

Niche Number(s) _____ Cost \$2,500 for a double niche and \$2,000 for a single niche

Full Payment Enclosed \$_____

Licensee _____

Signature _____

PROPOSED ELIGIBLE PERSONS FOR COMMITTAL

1. Name _____

Relationship to Licensee _____

2. Name _____

Relationship to Licensee _____

COLUMBARIUM LICENSING AGREEMENT

The Vestry of Grace and Holy Trinity Church, represented by the Junior and Senior Wardens serving at the time of this agreement, issues this License

on _____, 20____ to

_____ (Licensee(s))

WHEREAS, Grace and Holy Trinity Church (hereinafter referred to as “the Church”) has installed a columbarium (hereinafter referred to as “the Columbarium”) for the committal of the cremated remains of those individuals outlined in the Columbarium Policies defined below;

WHEREAS, the Church has established a set of policies governing the eligibility and use of the Columbarium, and the Licensee has received a copy of said policies and is familiar with the content thereof, the Licensee agrees to abide by these policies, which are attached hereto and hereinafter referred to as the “Columbarium Policies,” which are incorporated as if fully set out herein;

WHEREAS, the Licensee(s) has designated such persons whose cremated remains are to be committed in the Columbarium and who also agrees to the terms and conditions of the following License, which are binding upon and inure to the benefit of the Licensee and all Eligible Persons(s) as defined herein;

NOW THEREFORE, it is mutually agreed as follows:

1. The Vestry of Grace and Holy Trinity Church (hereinafter referred to as “the Vestry”) licenses __ single and/or __ double niche(s) in the Columbarium to the Licensee subject to the terms, limitations, and conditions of this Agreement.
2. No property right of any kind in the Columbarium or any part thereof accrues to the benefit of the Licensee. This License extends solely to the privilege of committal of cremated remains of Eligible Person(s) designated below, subject always to the Columbarium Policies as set by the Vestry.
3. This License is subject to any applicable usage, constitution, and canons of The Episcopal Church USA and the Episcopal Diocese of Virginia, now or hereafter in effect as well as requirements of the Vestry.
4. The Vestry acknowledges the receipt of \$_____ as a non-refundable payment in full for the fee imposed for the above License. This fee covers the Church’s costs related to the committal of cremated remains in the niche(s), the cost of the memorial plaque, and the upkeep of the Columbarium.
6. This License is issued to the Licensee personally and is intended to extend only to the committal of the cremated remains of the Eligible Person(s) designated below. The Columbarium Policies limit the privilege of transferring this License.
7. This License may be terminated:
 - a. By voluntary surrender by the Licensee prior to internment as provided in the Columbarium Policies.

- b. By the non-use of a Niche for a period of fifty (50) years from the date of this Agreement unless the Eligible Person(s) listed below are still alive. In that case, the agreement will remain in effect until five years after their death.
- c. Under the Provisions of the Columbarium Policies.

8. The Vestry will exercise reasonable care in the routine maintenance of the Columbarium in perpetuity. In the event of injury, loss, or damage to the Columbarium or its constituent parts, the liability of the Church is limited to the cost of repair or replacement. The Church is not responsible for damage to or for the loss of cremated remains deposited in the Columbarium.

9. If, at the discretion of the Vestry, it becomes necessary or desirable to change the location of the Columbarium, or to discontinue the use of any part thereof, the Vestry may have the urns and cremated remains removed and preserved in another suitable place, or they may be returned to the next of kin if that is preferable. A reasonable effort will be made to notify the next of kin before removal.

10. The following terms shall have the following meanings when used in this License:

- a) Eligible Person(s): Those persons eligible for the privilege of having their cremated remains interred in the Columbarium as defined by the Columbarium Policy.
- b) Niche: A recess in the unit for holding an urn.
- c) Urn: A receptacle for cremated remains to be placed in a niche.
- d) Committal of cremated remains: The placement of an urn containing cremated remains into a niche.

11. The Licensee designates the following Eligible Person(s). Please note the nature of the Relationship between the Licensee and Eligible Person if they are not the same.

Eligible Person (s)			
Last Name	First Name	Initial	Relationship
<hr/>			
<hr/>			

AGREED TO BY:

<hr/>	<hr/>
Signature of Senior Warden	Print Name

<hr/>	<hr/>
Signature of Junior Warden	Print Name

<hr/>	<hr/>
Signature of Licensee	Print Name

Niche Number _____

Number of Niches to Reserve _____ Location _____

Next of Kin
Name

Mailing Address

Telephone

E-mail

Record of Committal of Cremated Remains

Name

Birth Date

Death Date

Niche Number

Date of Committal

To be completed by Church Staff

Niche # _____

FACEPLATE ENGRAVING FORM

Last Name

First Name

Initial

Date of Birth

Date of Death

AGREED TO BY:

Licensee/Guardian