

Chapel/Garden Service Request Form

Privacy Notice: Council is collecting the personal information you supply on this form for the purpose of processing your request. Your name may be provided to third parties, such as funeral directors or persons with a proper interest, for the purpose of administering burial, ashes interment, exhumation or memorialisation services. Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when a Qualified Undertaker or individual wishes to arrange a chapel or garden service at the Rockhampton Memorial Gardens. Applications must be submitted no less than two business days prior to the required date and time of the service. All applications submitted by a Qualified Undertaker will be invoiced directly to the Qualified Undertaker.



P: 07 4936 8374 | E: MemorialGardens@rrc.qld.gov.au | W: rockhamptonregion.qld.gov.au | PO Box 1860, Rockhampton 4700 | ABN: 59 923 523 766

Deceased Person Details

Full name:

First

Middle

Last

Date of death:

Age:

Gender:

Religion:

Chapel Service Details

Type of service:

☐ Standard Chapel Service

☐ Chapel Service with refreshments (maximum 2 hours)

☐ Chapel Service with refreshments – additional time required: _____ hours

Will there be a viewing prior to the service? ☐ Yes ☐ No

Is assistance required? ☐ Yes ☐ No

If yes, please provide details:

Date of service:

Time of arrival:

☐ am / ☐ pm

Time of service: ☐ am / ☐ pm

Approximate duration of service:

Please outline any special requests for the service, including any cultural requirements:

Garden Service Details

Type of service:

☐ Standard Garden Service (includes 3 tents and 30 chairs)

☐ Garden Service – additional setup required: _____ tents, _____ chairs

Will refreshments be required at the Chapel following the service? ☐ Yes ☐ No

Date of service:

Time of arrival:

☐ am / ☐ pm

Time of service: ☐ am / ☐ pm

Approximate duration of service:

OFFICE USE
ONLY

Register number:

A/C reference:

Please outline any special requests for the service, including any cultural requirements:

Applicant Details

Full name:

First

Middle

Last

Postal address:

Preferred contact number:

Email:

Relationship to deceased person:

Qualified Undertaker Details (please leave this section blank if not applicable)

Organisation name:

Contact name:

Postal address:

Preferred contact number:

Email:

Fees and Charges (all applications submitted by a Qualified Undertaker will be invoiced directly to the Qualified Undertaker)

Issue the invoice to: ☐ Applicant ☐ Qualified Undertaker

☐ Other (please complete details below):

Name:

Address:

Email:

For a full list of fees and charges, please refer to Council's [Fees and Charges Schedule](#).

Payment Information

In person | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere or at the Memorial Gardens, 21 Hartington Street, North Rockhampton.

By phone | Contact Customer Service on 4932 9000 to make payment via credit card or debit.

By post | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to Rockhampton Memorial Gardens, PO Box 1860, Rockhampton, Queensland, 4700.