



### Book of Remembrance Entry Application

St Martin's has introduced a beautiful Book of Remembrance, which is on display in the church, for the names of our loved ones who have died. The Book is opened to display two pages at a time, in date order.

A loved one's name may be entered in the Book for one of two reasons:

- a. They are either buried or ashes interred in the churchyard at St Martin's;
- c. Their remains are buried, interred or scattered elsewhere but they, or the applicant, have had an association with St Martin's or the wider parish of East Horsley.

The date of the entry in the book will normally be the date of death unless another particular date is requested. All entries into the Book are made at the Rector's discretion. We ask for a suggested minimum donation to St. Martin's of £15.00 per entry. The book is maintained by a professional calligrapher. Gifts given to St. Martin's in memory of a loved one will be used for the development and maintenance of our beautiful church and churchyard. Please give your contact details first. Forms will be retained for historical information about the loved ones remembered in our Book of Remembrance.

A separate application is required for each entry. Please use BLOCK CAPITAL letters.

#### Information about you:

Your Title and Full Name:

\_\_\_\_\_

Your Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Your association with St Martin's and/or the Parish of East Horsley \_\_\_\_\_

\_\_\_\_\_

#### Information about Your Loved One:

Title and Full Name of the Deceased: \_\_\_\_\_

Your relationship/connection with the Deceased: \_\_\_\_\_

Name of the Deceased as you wish it to appear in the Book of Remembrance:

(We suggest First Name, Middle Name(s) and Surname): \_\_\_\_\_

\_\_\_\_\_

Date of Death of the Deceased (Day/Month/Year): \_\_\_\_\_

Your Loved One's Name will be entered in the Book on their Date of Death. If you wish another date to be used, please specify the Date and its significance: \_\_\_\_\_

\_\_\_\_\_

Place where Deceased is buried, or their ashes are interred or scattered: \_\_\_\_\_

\_\_\_\_\_

Association of the deceased with St Martin's and/or the Parish of East Horsley: \_\_\_\_\_

I believe the above information to be correct.

By signing this form you are confirming that you are consenting to the PCC of St Martin's, East Horsley, holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):-

I consent to the church contacting me by  post  phone or  email.

To keep me informed about news, events, activities and services at St Martin's

To assist with the administration of the St Martin's Book of Remembrance (note you can unsubscribe at any time);

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming services and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the Church Office. You can withdraw or change your consent at any time by unsubscribing from our mailing list. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

Donation Information: We ask for a suggested minimum donation of £15.00 per entry in the Book of Remembrance.

Donation made to St. Martin's in memory of your loved one: £ \_\_\_\_\_ Cheques to 'East Horsley Church'.

Online donations can be made via the parish website. See 'About Us' and click on 'Book of Remembrance'

For Taxpayers: If you are a taxpayer, and are able to Gift Aid your donation, that will allow us to claim back an extra amount, currently 25%, from HMRC at no cost to you.

Please tick this box if applicable.  I wish Gift Aid to apply to the enclosed donation

Taxpayer's Name and Address: \_\_\_\_\_

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of the Gift Aid claimed on all my donations in that year it is my responsibility to pay any difference.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Many thanks for including your loved one's name in St. Martin's Book of Remembrance. We hope you enjoy visiting St. Martin's to view it and to remember your loved one.

**St Martin's Parish Office Ockham Road South East Horsley KT24 6RL T: 01483 283713**  
**E: parishoffice easthorsleychurch.org.uk : [www.easthorsleychurch.org.uk](http://www.easthorsleychurch.org.uk)**

OFFICE USE ONLY Date Recd:

Actions:

Date Approved: Initials:

Date Entry Complete: Notes:

£ Recd: Payment Method: