



APPLICATION FOR USE OF LA VERNA

NAME			
ADDRESS			
POSTAL			
TEL NOS.	Residence	Office	Hp

Purpose for using La Verna

- Wake
 - Name of deceased :
 - Date of funeral : Day : Date : / /
 - Time of mass : am / pm
 - Cremation Details : Hall no.: Time : am / pm

- Others, please specify _____

Period of Use :

Total Amount payable	\$
Less : Deposit	
Balance amount to be paid	\$

Date	Cheque/Cash	Receipt No.	Amount

Funeral mass / service by : _____

Casket Company : _____

FRANCISCAN COLUMBARIUM

THE ORDER OF FRIARS MINOR (SINGAPORE) LTD

COMPANY REG NO. : 201016236M

5 Bukit Batok East Ave 2

Singapore 659918

Tel : 6560-6361 Fax : 6566-2852

PASTORAL

- 1) Only catholics are allowed to use La Verna or any other wake facilities in our premises.
- 2) The columbarium is not oblige to find a priest for the funeral mass/service. Your priest should be contacted as you are a parishioner of his parish. We can only assist you as best we could if you need our assistance.
- 3) Only catholic prayer groups are allowed to hold prayer sessions during the wake

PAYMENT

- 1) La Verna Room – the donation of \$600 per day is inclusive of an air-conditioned room, 2 washrooms, 1 pantry, 6 round tables and 100 chairs.
- 2) All payment must be made before the funeral day. Payment by cash or cheque made payable to “**The Order of Friars Minor (S) Ltd - Columbarium**”
- 3) Additional charge of \$8 per stand will be imposed if there are more than 10 flower stands.

MISCELLANEOUS

- 1) The columbarium office reserves the right to remind the bereaved family of the terms & conditions at any time.

LOGISTIC

- 1) All doors to church and La Verna will be closed at 10.30pm sharp and everyone must leave the premises by 10.30pm. **No extension of time is allowed.** The room will be opened at 7.30am
- 2) No staying overnight is allowed in the wake room (La Verna).
- 3) Only authorized St Mary’s caterer for drink & food are allowed in this wake room and these bills must be settled with the respective caterer before the funeral.
- 4) Only candles & flowers are allowed to be placed on the table in front of the casket
- 5) No gambling or card game is allowed in this room
- 6) No smoking
- 7) No double-sided tapes are allowed except blue tac and these must be removed immediately after the funeral.
- 8) When the air-conditioning is on, please ensure that all wake room doors are closed in order to avoid water condensation from the air-conditioning units.
- 9) Please be reminded that this is a service provided to bereaved family. Hence on the day of funeral, if the wake room is needed by **ANOTHER BEREAVED FAMILY**, the Franciscan Friars have the right to take over the room as soon as possible after the funeral mass. In the above event, if the family needs to have their meals after the funeral, the columbarium office will find another alternative to allow the family to have their meal.

I have read the above terms & conditions and agree to abide with it.

Name & signature of bereaved family

Columbarium have explained the terms & conditions to the bereaved family