



City of Fitchburg, Massachusetts

PUBLIC BURIAL GROUNDS

Trustees of Public Burial Grounds

Andrienne Clark Andrew Hawthorne
Nancy Maynard Diane R. Ouellette
Judith Perla, Chairperson

Jaquelyn R. Poirier
Superintendent of Cemeteries

Interment Order

Deceased Name: _____
Last First Middle (Maiden)

Address: _____

Full Burial Cremated Remains Veteran War Served/Branch _____

Date of Death: _____ Interment/Entombment Date: _____

Order Date _____ Order # (for office use only) _____

Lot/Grave # _____ Section _____ Ave. /Path _____

Funeral Home _____ Church Funeral Home Graveside

Hour: _____ Lot Owner: _____

Residence: _____

Relationship of _____ Signed: _____
Signer to Lot Owner

Special Instructions: _____

(Examples - on top of, beside husband/wife, urn size, clean dirt and shovel needed)

Forest Hill Cemetery
Administration Office
115 Mt. Elam Road Fitchburg, Massachusetts 01420
Office: 978.345.9578 Fax: 978.345.9686
www.fitchburgma.gov

Acknowledgement, Agreement and Release

1. I hereby certify that as the next of kin, or as duly authorized agent of the next of kin, or as executor and/or administrator of the Deceased's estate, I have full legal authority to arrange for the interment/inurnment/entombment of the Deceased.
2. I further understand and agree that, unless signing as executor or administrator, I am assuming personal liability for all cemetery charges, including any prior amounts due and owed to the City of Fitchburg Cemetery Department for the grave/lot/crypt/niche where the Deceased is to be interred/entombed, and that this amount is in addition to the liability imposed by law upon the estate of the Deceased.
3. Moreover, I understand and agree the City of Fitchburg Cemetery Department shall not be responsible for any order given by telephone or any mistake occurring from want of proper instructions as to the size of the vault/urn/casket, or as to the particular grave location where interment/entombment is to be made, and that the Cemetery Department reserves the right to make an equitable charge whenever additional labor costs result from such mistakes.
4. It is also my understanding that failure to pay all Cemetery charges in connection with the burial of the above named Deceased prior to interment/entombment, as above specified, will allow the Cemetery Superintendent and/or her/his designee to postpone the interment/entombment until such time as all Cemetery charges past and current are satisfied. If there is the case of a Funeral Provider/Individual endorsing this document as an agent on the behalf of a family it would be well advised of the agent to contact the Cemetery Department of the City of Fitchburg to verify if there were any unpaid Cemetery Charges including outstanding Perpetual Care or other unpaid charges associated with the associated grave/lot/crypt/niche. The agent endorsing this document as an agent for the family will assume liability for all unpaid Cemetery charges related to the grave/lot/crypt/niche for the above named deceased.
5. There will be no graves/crypts/niches opened for burial/entombment unless this Interment Order and Acknowledgment, Agreement and Release Form is completed in full, signed, and presented in person or by fax to 978.345.9686, Forest Hill Cemetery no less than Thirty (30) hours prior to the interment/inurnment/entombment. Orders for Monday A.M. interment/inurnment entombment must be delivered by 11:00 A.M. the previous Friday morning. Interments/entombment for all weekend days and Holidays and after 3:00 P.M. Monday – Friday will incur extra charges.
6. Finally, I hereby release the City of Fitchburg Cemetery Department and its agents from, and agree to indemnify the Cemetery and its agents for any, and all liability and expense, including attorney's fees and court costs incurred in connection with the services to be rendered by the Cemetery and its recovery of payment for such services, except for any such liability or expense caused by the negligence of the Cemetery or its agents themselves.
7. Additional documentation may be required to verify Lot Ownership and/or Residency. The City of Fitchburg requires payment in full for all opening costs for interments and/or grave/lot and prior unpaid cemetery charges prior to day of interment. No interments will proceed without all due and payable Cemetery charges paid in full prior to the interment. No partial payments accepted. No monuments/flat markers/decorative name plates may be placed on any grave/lot/crypt unless all Cemetery charges are paid in full. All Cemetery charges past and current are payable at the Forest Hill Cemetery office.
8. All overtime arrangements will incur additional charges.

PRINT (First and Last Name)

Signature

Email _____

Telephone #: (_____) _____

Next of Kin Name _____

Next of Kin Address _____

Lot/Grave _____

Date: _____

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