

## BLOEMFONTEIN – PARK SPECIFIC RULES AND REGULATIONS

### 1. DEFINITIONS

- 1.1 **"Headstone Section"** means a section in the cemetery set aside for traditional earth burials, a maximum of two (2) interments per grave is permitted; memorials are limited to a headstone only. The "bricking" of graves is strictly prohibited in this section. The reservation of a grave is permitted; however, the exact location of the grave may not be selected by the customer and a provisional certificate will be issued. At the time of the future interment, the exact grave location will be finalised, and the appropriate grave number will be allocated accordingly.
- 1.2 **"Full Memorial Section"** means an area set aside for traditional earth burials, a maximum of two (2) interments per grave, the reservation of a grave(s) is permitted, however the "bricking" of graves is strictly prohibited. The section provides for the erection of full memorials.
- 1.3 **"High Profile Section"** means an area set aside for traditional earth burials of a maximum of two (2) interments per grave, the "bricking" of graves is permitted in accordance with the terms and conditions as set forth herein, the reservation of a grave(s) is permitted, and the section provides for the erection of full memorials.
- 1.4 **"Heroes' Acre Section"** means an area set aside for traditional earth burials of a maximum of one (1) interment per grave, the "bricking" of graves is permitted in accordance with the terms and conditions as set forth herein, the reservation of a grave(s) is permitted, and the section provides for the erection of full memorials.
- 1.5 **"BMP"** means the Bloemfontein Memorial Park.
- 1.6 **"Bricking"** means the construction of only the internal area of a grave, whereby all four internal walls are supported by 140mm concrete blocks, usually built from the floor of the grave, and finishing with the final course, level with the natural ground surface; any construction work on the external surface of the grave is strictly prohibited.
- 1.7 **"Estate"** means a designated area within the park in which the Holder holds the Estate Right.
- 1.7 **"Estate Right"** means the multiple rights to Interment afforded to a Holder in accordance with the terms and conditions.
- 1.8 **"Provisional Certificate"** means the temporary MPMS certificate of private rights issued to the Holder, confirming the acquisition of the rights to a grave in the applicable section, and providing a provisional (temporary) grave number. At the time of the future interment, the appropriate grave will be allocated, the appropriate grave number confirmed, and recorded as such in the cemetery records.

### 2. INTERMENT AND PRIVATE RIGHTS

- 2.1 A maximum of two (2) interments per grave is permissible in the sections, except where stipulated otherwise.
- 2.2 No burial will be permitted without (i) the completion of the official application form (MPMS) and signed by the Applicant, (ii) the submission of the original burial order 24 hours prior to the interment and (iii) the proof of payment.
- 2.3 All ash interments are subject to (i) the completion of the official application form (MPMS) and signed by the Applicant, (ii) a copy of the cremation certificate (iii) the proof of payment.
- 2.4 Bulk Grave purchases (reservation of graves) may be purchased by Funeral Directors upfront. Upon full and final payment, the "purchaser" will be issued with a Provisional Certificate. A change of ownership is required prior to the interment; no interment may commence before the change of ownership is complete. Such change of ownership is completed by conclusion of the change of ownership form, signed by both the new "Applicant" and the "Transferor" prior to the interment taking place, and such change of ownership is recorded in the cemetery records.

### 3. MEMORIAL WORK

- 3.1 Tombstone service providers must be registered with BMP to offer any memorial work in the park; providers must complete and sign the Letter of Acknowledgement to effect registration.
- 3.2 All memorial work intended to be erected in the park must be accompanied by (i) an application to erect memorial work (ii) a detailed sketch plan showing the materials and dimensions thereof (iii) authorization from the original applicant granting authority to erect the memorial work (copy of the original MPMS certificate or affidavit). No memorial work may commence without prior written approval from the park management.
- 3.3 All memorial work is to be constructed of granite or marble only, no other materials are permitted. Bronze busts, concrete, brick, plastic, glass, or any other materials are strictly prohibited.
- 3.4 Concrete lintels 1.5m in length must be used for supporting and enhancing the stability of the tombstone in the full memorial section as detailed herein.
- 3.5 The dimensions of headstones may not exceed 1m in width and no protrusions exceeding the dimensions of the base is permitted, the maximum permissible height from ground level including any statues, books, or other objects may not exceed 1.4m.

3.6 The dimensions of full memorials shall not exceed 1m in width, 2.3m in length and 1.6m in height from ground level, no protrusions, tiling, or any other objects to exceed these dimensions.

3.7 The use of concrete lintels 1.5m in length, four (4) in total, are mandatory and must be correctly recessed below the natural ground level, placed at the upper and lower positions of the grave with a 300mm equal overhang on each side of the grave for maximum support. The concrete lintels may not be exposed/visible above the natural ground level.

3.8 The dimensions of full memorials in the High Profile and the Heroes Acre Sections shall not exceed 1m in width, 2.5m in length and 1.6m in height from ground level, no protrusions, tiling, or any other objects to exceed these dimensions.

3.9 The practice of constructing a concrete foundation and/or the use of concrete blocks or cement/clay bricks on the external features of the grave for the purpose of memorial work, or for the purpose of support on which the intention is to erect the tombstone is strictly prohibited. No construction of any such or similar structure is permitted on, around or over the graves.

3.10 BMP will provide the registered tombstone providers with four (4) concrete lintels 1.5m in length for the purpose of the erection of memorial work in the full memorial, High Profile and Heroes' acre sections; tombstone providers are to complete the necessary acquisition form at the administration office prior to the collection of the concrete lintels.

3.11 The practice of "bricking" the grave is permitted only in the high profile and heroes acre sections and only in accordance with the terms and conditions as set herein. The use of concrete blocks M140 (140mm width) is mandatory, no other concrete/clay bricks are permitted. No concrete blocks or any additional construction work may be exposed/visible above the natural ground level.

3.12 The erection of memorial work is permissible during Tuesdays to Fridays between the hours of 08h00 – 14h00, no memorial work is allowed on Mondays, Saturdays, Sundays, and Public Holidays. Permission to erect tombstones directly after burial must be approved by park management prior to the erection thereof.

3.13 No tombstones may be erected during inclement weather, or when the soil conditions are wet and unstable.

3.14 Any and all memorial work undertaken for the erection or dismantling thereof must be completed the same day, no memorial work shall be left unattended in the park and no memorial work to be carried over to the second day; no construction work (angle grinding, cutting, polishing etc) will be allowed in the park.

3.15 Temporary grave markers may not exceed 300mm length and 300mm width and may be only of the materials of granite or marble.

3.16 BMP will not be responsible for any memorial work which is leaning, tilting, or has collapsed and BMP will not be liable for any future costs in this regard.

3.17 No unveiling of tombstones at the same time as the burial will be permitted in the Headstone section unless prior approval from park management has been granted.

3.18 The unveiling of tombstones at the same time as the burial in other sections will be restricted to the placement of the headstone portion only, a safe distance from the grave, for safety concerns and must be moved by the tombstone service provider after burial; failing to do so, the memorial work will be dismantled and removed by BMP staff without further notice.

### 4. CHAPEL HIRE

4.1 The hire of the chapel (if available) is as per the applicable fee determined from time to time and the venue is hired "voetstoots". Any additional requirements are for the sole responsibility and cost of the applicant.

4.2 Catering is allowed only inside the allocated catering area. Facilities to prepare food are not provided and food must be prepared off site. Any additional tents, marquees etc may be erected only upon approval by park management and erected only in the designated areas as agreed to by park management.

4.3 Any cost arising from any damage to the chapel and/or catering facilities shall be for the sole responsibility and/or liability of the Applicant.

### 5. ESTATE

5.1 A maximum number of two (2) interments per grave is allowed in the Estate and such interment includes either two (2) coffins/caskets or two (2) urns, containing cremated remains, or a combination of any of the above to accommodate a maximum of two (2) interments.

5.2 The Estate is purchased in the standard form, including a demarcated perimeter wall, and the supply and installation of grass (instant lawn).

5.3 Notwithstanding any terms herein, BMP is solely responsible for the cutting and edging of the grass in the Estate and the maintenance of the perimeter walls.

5.4 The Estate shall be maintained otherwise, and kept in a good, neat, and tidy condition by the Holder always. In this regard, the Holder shall comply, with the maintenance directives determined by BMP in respect of the Estate maintenance from time to time.

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5.5 As stipulated in the Calgro M3 Standard Terms and Conditions and the Bloemfontein Park Specific Rules and Regulations, the Holder shall be entitled to garden, landscape and/or upgrade the internal area of the estate at his/her cost.

5.6 A landscape design plan is to be submitted to the park management for approval prior to the commencement of any work. In this regard, the cost of maintenance, upkeep and general work of the estate will be for the sole responsibility and account of the Holder in his/her personal capacity. The Holder hereby acknowledges that Calgro M3 shall not be held liable for any costs in the event the Holder exercises this maintenance clause and shall not hold Calgro M3 liable for any losses, incidental or otherwise, in respect hereof.

5.7 In the event of grave excavation for interment, it is the responsibility of the Holder to ensure that any gardening/landscaping that is prejudicial to any grave marking and grave excavation is removed within the required time as determined by the park management. The costs of the gardening/landscaping post interment shall be borne exclusively again by the Holder.

5.8 None of the following is allowed within an Estate without prior written approval from the park management and such approval is for the sole discretion of the park management; the placing of any objects, statues, ornaments etc which are offensive, indecent or objectionable, any irrigation system, any electrical work (including solar power), water features (electrical or solar powered), any construction work including any building, painting, graphics, plastering, tiling, engraving or any other refurbishment or renovation, placing of ornaments, objects, flower holders, memorial plaques, signs, or flowers on the perimeter walls whether it be on the sides or on the top of the walls (internal or external), the hanging of any decorations, wind chimes, ornaments or any other items in the nearby trees within or around the estate section. No sitting, standing, climbing, or stepping on the walls of the Estate is permitted.

5.9 In respect of the holder's failure to maintain the Estate in accordance to the park standards, the Officer-in-Charge has the right to issue a 21-day notice period to the holder (email notification will suffice) allowing the holder, a 21-day period to remedy the situation; failure to do so, within the 21-day period, the Officer-in-Charge may remove, rectify, or alter any horticultural beautification he/she deems necessary, without prejudice or liability towards the Officer-in-Charge or CalgroM3 and its affiliates, and revert the Estate to its original standard form.

5.10 The Holder shall be responsible for the maintenance of any tombstone, headstone, plaque, and ledger erected on the Grave.

5.11 Ash niches within the estate shall be constructed/provided by the memorial park upon request at the applicable fee, (no other providers/individuals are permitted to construct/provide ash niches), and such ash niches shall be maintained exclusively by the Holder.

5.12 Any memorial work to be erected in the Estate is subject to the same park specific rules and regulations as detailed herein.

### **6. ASH INTERMENT**

6.1 All products facilitated by the BMP for the interment of cremated remains are subject to (i) completion of the official application form (MPMS) and signed by the applicant, (ii) proof of payment, and (iii) the receiving of the cremation certificate before any ash interment can be approved.

6.2 The walkways and spacing between niches, columns and walls must remain access friendly and any obstructions caused by the placement of flowers, flowerpots, ornaments, vases etc will be removed by BMP staff at their sole discretion.

6.3 No flowers, objects or vases may be placed on the columns or on top of the columns or in the pathways meant for pedestrian access.

6.4 All plaques placed on the walls, columns or other facilities for commemorative plaques must comply with the BMP park specific rules and regulations relating to size, material, dimensions, inscriptions, and specifications (Silver Romark 200mm x 200mm x 6mm).

6.5 All plaques to be installed on any niche including any plaques to be installed for reservation purposes, will be installed by BMP staff only. No other individuals or contractors are permitted to do so.

6.6 BMP is not liable for any damage or loss of any plaque, nor liable for any future dismantling, fading, or perishing of the plaque and/or the inscription thereon.

6.7 Customers who wish to obtain a reserved plaque to cover the open niche must contact the relevant service provider directly and ensure that the material and specifications of the plaque are correct. The cost of the reserved plaque is for the sole account of the customer. Arrangements for the date and time of the installation of the plaque must be confirmed with the park administration office.

### **7. OPEN GRAVES**

7.1 The park prepares graves for burials in advance and although every effort is made to ensure the graves are covered, visitors and attendees at funerals are at all times expected to remain vigilant and aware of any open graves.

7.2 Calgro M3 and its agents, representatives, employees, contractors, and the appointed Cemetery manager shall not, for any reason whatsoever, be liable for any claims and/or loss, whether for loss of life or property or otherwise, and/or injury to the Holder or any other person or persons and/or damages that may arise

or be suffered by the Holder or any other person or persons that enters the Cemetery or makes use of the facilities within the Cemetery.

### **8. CARE OF GRAVES**

8.1 No gardening on graves is allowed (no planting of any plant material in the ground). Any plants planted directly in the ground will be removed by park staff.

8.2 Flowers in flowerpots, vases, flower holders, may be placed on graves, such flower containers may not be larger than 300mm length and 200mm width and all pots, vases, holders must be placed at the head of the grave for ease of maintenance.

8.3 No more than two (2) flower holders, pots or vases may be placed at a grave at any given time.

8.4 No temporary grave markers other than granite or marble will be allowed, any other materials will be removed by park staff.

8.5 No metal cots, fences, bricks, pebbles, stones, wooden crosses, or stones are allowed on graves and no decorations to demarcate the border of the grave is permitted; such unauthorised objects will be removed by park staff without further notice.

8.6 No planting of any plants, flowers, or gardens in or on tombstone ledgers (base) is permitted. Any such plant material will be removed by park staff without notice.

8.7 Soil mounds will be reduced on graves after the burial.

8.8 Grass will be planted on the grave according to the grass planting program and grass planting schedules.

8.9 Any unauthorised objects (consult the park management for clarity) on graves will be removed by park staff without notice.

8.10 No trees may be planted in the park without the prior approval of the park management.

8.11 No objects, wind chimes or any other objects may be placed in or on trees.

### **9. BRICKING OF GRAVES (Inside graves only)**

9.1 The "bricking" of graves may be allowed only in the designated sections and in accordance with the park specific rules and regulations.

9.2 Such "bricking" of graves to be constructed by the funeral director/family/contractor, and such costs are for the sole account of the funeral director/family/contractor.

9.3 BMP shall not be liable for the construction thereof or any shortcomings as a result thereof, and BMP shall not be liable in any manner for the "bricking" of graves and any subsequent consequence including but not limited to, inadequate grave dimensions, grave collapse, or failure to construct timeously for burial.

9.4 Bricks to be used for the internal "bricking" of graves may only be M140 concrete Blocks (cement block 140mm width) to accommodate the dimensions of the graves.

9.5 No concrete blocks may be exposed/visible above the natural ground level; the final course must be horizontal with the natural ground level, and no construction work is permitted above ground level and on the external surface of the grave.

9.6 The dimensions of the internal measurement of the grave must ensure at least 900mm internal width (brick to brick) and at least 2.3m internal length (brick to brick).

### **10. GENERAL**

10.1 Any additional information can be obtained by contacting: Memorial Parks, Telephone Number: 0861 44 44 77 and e-mail: [memorialparks@calgrom3.com](mailto:memorialparks@calgrom3.com) or by visiting the memorial parks website at [www.memorialparksbycalgro.com](http://www.memorialparksbycalgro.com)