

COOKHAM PARISH COUNCIL



**THE CHAPEL
COOKHAM PARISH CEMETERY
LONG LANE
COOKHAM**

Nearest Post Code: SL6 9ED

**Cookham Parish Council
Council Office,
High Road,
Cookham SL6 9JF
Email: office@cookham-pc.gov.uk Tel: 01628 522003**

Hiring the Chapel at Long Lane Cemetery

The Chapel is ideal for smaller gatherings of small numbers of guests, up to a maximum of 30 seated.

The Chapel is non-denominational and is suitable for all styles of services, e.g. religious, humanist. The celebrant and style of service will need to be organised by the hirer of the Chapel.

We make a small charge for the use of the Chapel of £50 (price correct as of 1st January 2024). The Chapel can be booked when booking the interment.

If you would like to view the Chapel, please contact the Parish Council Office and we can arrange a visit: Tel: 01628 522003 Email: office@cookham-pc.gov.uk



On The Day – Useful Information

The chapel will be unlocked by a Parish Council representative. We will unlock the porch door which faces towards the cemetery. Instructions for opening the front doors, facing the road, are later in these guidelines.

The chapel will be cleaned and dressed prior to the service. An altar cloth and cross are placed on the altar.

As you will see in the photo within these guidelines, the altar cloth has a religious bias, if you would rather this not show then let the Parish Council know and we can dress the altar with the plain front and no cross.

Small silk-flower arrangements are placed onto the window ledges. Families are welcome to organise their own floral tributes if desired. These can be placed in the chapel at any point from approximately 9am on the day of the service.

There are power points in the Vestry, which will be left closed but unlocked, should you need access to electricity. There are no power points in the chapel itself.

There is no Wi-Fi on site.

At the end of the service please remember to take any decorations or anything else bought in for the service.

There is no separate carpark for those attending a service at the chapel. There is limited parking on nearby residential roads around the cemetery.

For information, there are no cloakroom facilities at the cemetery. The nearest public toilets are approximately 1.8m miles away, in the small car park on Sutton Road near the Stanley Spencer Gallery. The postcode is SL6 9SY.

Chapel Heating

Unfortunately, the heating in the Chapel is not very efficient. This means that it can be chilly, particularly in the winter months. We would advise attendees of a service to be prepared and dress accordingly.

Parish Council representatives will turn on the heaters when required, but we ask that the Funeral Director (or person responsible for booking the venue), turn the heaters off when leaving the building. The switches are in the Vestry on the back wall (see picture).



Heater switches in the vestry.

Fire Assembly Point:

The Fire Assembly point will be outside at the cemetery gates.

In case of fire, exit the building, shout Fire and call the Emergency Services and, when safe to do so, we ask that you notify the Parish Council (Tel: 01628 522003).

Access via the front doors that face Long Lane.

The main doors that face the road are closed with bolts. As the doors can swing open in the wind, they will remain bolted and we ask that the Funeral Director (or person responsible for booking the venue), opens these doors prior to a service. They will need to be opened to allow easy access for the pallbearers and coffin.

After the service has finished, we ask that the Funeral Director, (or person responsible for booking the venue), bolt the front door to keep the chapel secure and prevent the doors from blowing open. Exit via the porch door ensuring it is closed when you leave and the building is left.

A Parish Council Representative will lock the premises at a later time.



Large door, nearest the road, showing the bolts at the top and across the door.

INTERNAL CHAPEL LAYOUT

