

IVY HILL CEMETERY COMPANY of ALEXANDRIA

REQUIREMENTS/REGULATIONS/SPECIFICATIONS

FOR THE

SALE AND INSTALLATION OF MARKERS, MONUMENTS

AND MEMORIALS

BY

AUTHORIZED DEALERS

Revised April 2017

Definition and Purpose

The purpose of this document, along with the General Rules and Regulations for the Cemetery, is to clearly and concisely convey **ALL** the rules, regulations, requirements, fees/contributions and specifications, especially for **memorialization** purchased and installed by dealers other than the Cemetery who may not be as familiar with all of the aforesaid items.

At Ivy Hill this memorialization generally consists of two different forms of marking a grave. They are bronze and stone memorials.

Ivy Hill Cemetery is dedicated to long range preservation of the Cemetery grounds as an attractive, reverent setting for the sacred burial of the dead. In keeping with this responsibility and to maintain the aesthetic beauty, as well as keeping the overall maintenance requirements of its cemetery at manageable levels, certain Sections and Lots in the Cemetery are restricted as to the type and size of the memorial allowed. Information as to a specific lot must be is contained in an Addendum to the Rules and Regulations, or maybe obtained at the office. All persons planning to place a memorial in Ivy Hill Cemetery should contact the Management before placing an order for such material.

Authorization.

1. All forms of memorialization dealers are eligible to become an Authorized Dealer

by:

a. Signing an Authorized Dealer Agreement.

b. Authorized dealers are required to provide Ivy Hill Cemetery with a Liability Insurance Certificate. The certificate must show evidence of \$1,000,000 comprehensive general liability, \$1,000,000 vehicular liability and \$100,000/\$300,000 workers' compensation coverage. Authorized dealers should contact the Cemetery office to determine minimum amounts of insurance required by the Cemetery. This certificate must be updated yearly by the dealer's insurer when policies are renewed.

c. Continuing to adhere to the terms of the Agreement and continuing to keep their insurance in force.

B: Application.

1. The forms such as the Application to Install, Application to Inscribe, Foundation Installation Intentions and Specifications are available to all authorized dealers upon request.

2. Before a monument, marker or memorial may be placed in the Cemetery, a completed Application to Install form (Dealer Form 1) must be presented to the Cemetery for approval together with payment of all fee requirements. (Dealer Form 6)

3. Before a monument, marker or memorial has any inscription changed or added an authorized dealer must present to the Cemetery for approval a completed Application to Inscribe. (Dealer Form 5) together with payment of all fee requirements. (Dealer Form 6)

4. Approval of the application requires that:

a. The Application to Install or Inscribe,

b. The Foundation Installation Intentions,

c. Specification Form including the sketch be completed and all forms be signed by the appropriate Interment Right Owner, heirs, or agent and where indicated by the memorial dealer.

5. Acceptance of payment indicates approval of the application; however, approval of the monument, marker or memorial is subject to inspection upon delivery and installation in the Cemetery. Should an Application not be approved, it shall be returned to the dealer with a form indicating the reason or reasons for the non-acceptance. (Dealer Form 2)

C. Rules and Regulations, Permit Requirements.

1. An Addendum to the Rules and Regulation of the Cemetery is attached.

The addendum may contain additional items that are not repeated in this document but are nevertheless just as important and binding as anything contained herein.

2. Authorized Dealers should pay close attention to the work requirements in Section E.

D. Foundation Installation.

1. Foundations may be installed by an authorized dealer or the dealer may choose to have the Cemetery install the foundation. Foundations may be installed throughout the year, weather permitting.

2. Authorized dealers installing the foundation must have paid the fees for the layoff and recording of the installation accompany the application.

3. Should the dealer wish to have the Cemetery install the foundation, payment for the foundation must accompany the application.

4. The improper installation of foundations can be grounds for non-acceptance of an installed memorial and loss of Authorized status.

E. Installation.

1. The authorized dealer is responsible for installation of the monument in accordance with the requirements and conditions set forth in the Application to install (Dealer Form 1) and shall use such techniques and procedures as will insure maximum permanence of the installation.

2. Installation or inscriptions of monument, markers or memorials is limited to the regular week day working hours of the Cemetery office: Monday through Friday, 9:00 A.M. to 2:00 P.M. No installations will be authorized on Saturday or Sunday. The Cemetery office must be notified 72 hours in advance of all authorized dealer memorial installations.

3. Individual markers shall not exceed 3' 2" feet in height, 2 feet 6 inches in length or 1 foot 6 inches in width. These size limitations will decrease in specific areas and lots.

4. Monuments without the express permission of the Cemetery, shall not exceed 4 feet in height, 4 feet 6 inches in length or 1 foot 6 inches in width. The Cemetery will require a reduction of 6 inches in the height and length of monuments where placement is limited or intended to be for 2 sites. These size limitations will decrease in specific areas and lots.

5. No marker or monument shall be installed until the space to be used for said marker or monument is paid for in full.

F. Financial.

1. A monument, marker or memorial may not be placed on any lot until the lot involved has been paid for in full. Specific information on the status of each lot will be provided at the time the application is submitted; and if there is any limitation regarding the acceptance of the application or the installation of the said item, the family will be contacted by the Cemetery.

2. All applicable fees for permits, layoff, foundation, and installation must be paid prior to any work being commenced in the Cemetery.

3. Authorized dealers are subject to the rules and regulations of the Cemetery both in terms of work time and operational procedures. Damage to Cemetery grounds or other damage caused by these dealers will be repaired at the expense of the dealer. If it is necessary for equipment to leave the road surface, permission MUST be obtained from the Cemetery prior to doing so and precautions MUST be taken to protect the Cemetery grounds.

4. Once a monument, marker or memorial is installed in the Cemetery, it may not be removed without permission of the Cemetery or a court order.

G. Liability.

1. Monuments and markers are the personal property of the individuals who purchase them. Cemetery insurance does not cover privately owned monuments or markers, and damage to same as the result of vandalism and acts of God are the responsibility of the individual owner.

2. Where minor damage from unknown sources takes place, the cemetery may, where possible, make or arrange some suitable repairs, both as a courtesy to the lot holder and in the interest of maintaining a more attractive appearance.

3. In the case of serious vandalism involving damage to monuments or markers, the cemetery will notify the affected lot holders, if addresses are available, and, where possible, will take such temporary measures as necessary to lessen the damage. If lot holders subsequently fail to make permanent repairs, the Cemetery will dispose of the monuments and markers or make repairs and charge the lot owner for same.

4. The Cemetery assumes no liability for dealers or their employees or agents while on Cemetery property.

IVY HILL CEMETERY COMPANY

of ALEXANDRIA

AUTHORIZED DEALER AGREEMENT

The undersigned dealer warrants that the person(s) making applications pursuant to this agreement have authorized this dealer to construct, install or inscribe a monument, marker or memorial on the described lot and that the Specifications Form (Dealer Form 4) contains the specifications and detailed sketch of the memorial.

The dealer agrees to comply with the Requirements/Regulations/Specifications for the Sale and Installation of Markers, Monuments and Memorials by Authorized Dealers and the Fees, Rules and Regulations of the Cemetery now in force or hereafter adopted including but not limited to the following:

1. The Dealer agrees to furnish Ivy Hill Cemetery a blueprint or sketch (to scale) of the proposed monument, marker or memorial specifying size, location, inscription, material, grade or quality of said item and name of person or company furnishing said item.

2. The Dealer agrees to furnish the Cemetery with a Certificate of Insurance naming Ivy Hill Cemetery Company of Alexandria, as an additional insured. The Certificate of Insurance shall be for the amounts deemed appropriate by the Cemetery and specified in the REQUIREMENTS/REGULATIONS/SPECIFICATIONS publication for Authorized Dealers.

3. The Cemetery shall have the authority to reject any plan or design for any monument, marker or memorial which, because of size, design, inspection, kind or quality of said item is unsuitable in the opinion of the Cemetery.

4. The Cemetery reserves the right to stop all work of any nature, whenever, in its opinion, proper preparations therefor have not been made; or when tools or machinery are insufficient or defective; or when work is being executed in such a manner as to threaten life or property; or when the item being installed is not as approved by the Cemetery; or when any reasonable request of the Cemetery is disregarded; or when work is not being executed according to specifications; or when any person employed on the work violates any rule of the Cemetery.

5. The Cemetery further reserves the right not only to stop specific jobs but, if necessary, to terminate this agreement for violation of the terms of this agreement. A Dealer that is not authorized may not enter the Cemetery for any commercial purposes.

6. Workmen employed in placing and installing monuments, markers or memorials and any other structures, or bringing in material, shall, as to the Ivy Hill Cemetery, operate as independent contractors, but must do so under permission from

the Cemetery and must be under the general supervision of the Management of the Cemetery.

7. Persons engaged in placing and installing monuments, markers or memorials and any other structures, are prohibited from attaching ropes to existing monuments, trees, and shrubs, or from scattering their material over adjoining lots, or from blocking roads, paths or walkways, or from leaving their material on the grounds longer than is absolutely necessary. They must do as little injury to the grass, trees and shrubs as possible and must remove all debris and restore the ground and sod to its original condition. Work must proceed promptly until completion.

8. Damage done to lots, walks, drives, trees, shrubs, or other property, by dealers or contractors, or their agents, shall be repaired, at the discretion of the Cemetery, by the Dealer or by the Cemetery and the cost of such repair if done by the Cemetery shall be charged to the dealer or contractor, or to his principal.

9. No material, machinery, or other items used in the construction of monuments, markers or memorials may be brought into the Cemetery until required for immediate use; under no circumstances shall material, machinery or other items be brought in when a funeral is in process or on Saturday and Sunday; no work shall be done during said times nor shall such material be placed on lots adjoining the one on which such an item is to be placed without permission from the Management of the Cemetery.

10. The completed work is subject to the approval of Ivy Hill Cemetery and, if unsatisfactory, it may be removed by the Cemetery.

11. Should any monument, marker or memorial become unsightly, dilapidated or a danger to visitors, the Cemetery shall have the right either to correct the condition or to remove same at the expense of the lot owner.

12. No monument, marker or memorial shall be removed from the Cemetery except by Ivy Hill Cemetery, unless written order of the lot owner be presented at the office of the Cemetery and permission granted by the management of Ivy Hill Cemetery.

13. The Cemetery reserves, and shall have, the right to correct any error that may be made by its employees or by any other person with respect to locating, placing or constructing a monument or marker within the Cemetery.

_____ (Signature of Dealer/Date)

_____ (Company Name)

_____ (Address)

_____ Zip _____
(Telephone No.)

Dealer Form 1
IVY HILL CEMETERY COMPANY
of ALEXANDRIA

Cont. # _____

APPLICATION TO INSTALL

Application is hereby made for permission to install a monument, marker or memorial and for the installation of a foundation, if needed, as indicated on the attached FOUNDATION or BRONZE INSTALLATION FORM on:

Section _____ Lot(s) _____ Site(s) _____

and to permit (dealer) _____
to furnish and install the monument, marker or memorial in accordance with the fees, rules and regulations of the Cemetery.

IT IS UNDERSTOOD AND AGREED THAT ALL INSTALLATION AND WORK ON MONUMENTS, MARKERS OR MEMORIALS IS SUBJECT TO THE FEES, RULES AND REGULATIONS OF THE CEMETERY NOW IN FORCE OR HEREAFTER ADOPTED IN ANY WAY AFFECTING MONUMENTS, MARKERS, MEMORIALS OR ANY OTHER STRUCTURE, THEIR MANUFACTURE, LOCATION, CARE, INSTALLATION OR REMOVAL.

I hereby certify that this is your authority to make the installation of the above as indicated. I further certify and represent that in this capacity I have the right to make this authorization and accept the responsibility and liability therefor. I further agree to hold Ivy Hill Cemetery Company of Alexandria harmless from any liability on account of said authorization and disposition in this matter. It is further agreed and understood that should I not have the above capacity and authority I will immediately and without prejudice cause the above named item to be removed from this property at my expense.

_____ Name _____ Date

_____ Address

_____ () - _____ Phone

X _____ Signature

Dealer Form 2
IVY HILL CEMETERY COMPANY of ALEXANDRIA

Cont. # _____

APPLICATION TO INSTALL
RETURN FORM

To: _____

The _____ application attached is returned for the corrections or modifications indicated below:

- _____ PROPER SIGNATURE
- _____ ADDRESS
- _____ CORRECT LOT DESCRIPTION
- _____ KIND OF MATERIAL
- _____ FINISH
- _____ LETTERING
- _____ INSCRIPTION
- _____ SKETCH
- _____ SIZE
- _____ PAYMENT

DATE: _____ BY: _____

Dealer Form 3(a)(Stone)
IVY HILL CEMETERY COMPANY
of ALEXANDRIA

Cont.# _____

FOUNDATION INSTALLATION INTENTIONS

_____ (Name of Dealer)

_____ This Authorized dealer hereby requests Ivy Hill Cemetery to install the foundation for the monument/marker in accordance with its fees, rules, regulations and standards for installation and maintenance of such foundations and subject to the provisions of the Monument Dealer Agreement.

_____ This Authorized dealer hereby indicates its intention to install the foundation and to pay all fees for the monument/marker to be installed. The aforesaid dealer expressly agrees and warrants that it is to prepare and install the foundation in a good and workmanlike manner. It is expressly agreed and understood that this dealer assumes sole responsibility for restoration and repair of the foundation and marker in the event of ground settlement, erosion, or any other change in the condition of the foundation or position of the memorial except for changes caused by the actions of Ivy Hill Cemetery. This responsibility is subject to Ivy Hill Cemetery's right to correct or remove the memorial as indicated in the Monument Dealer Agreement.

Foundation Size _____ - _____ X _____ - _____
Length Width

(Signature of Dealer/Date)

(Company Name)

(Address)

Zip

Phone: _____

Dealer Form 3(b)(Bronze)
IVY HILL CEMETERY COMPANY
of ALEXANDRIA

Cont.# _____

BRONZE INSTALLATION INTENTIONS

_____ (Name of Dealer)

_____ This Authorized dealer hereby requests Ivy Hill Cemetery to install a bronze marker in accordance with its fees, requirements, rules, regulations and standards for installation and maintenance of such subject to the provisions of the Monument Dealer Agreement.

_____ This Authorized dealer hereby indicates its intention to install a bronze marker in accordance with the Cemeteries fees, rules, regulations and standards for installation and maintenance of such subject to the provisions of the Monument Dealer Agreement. The aforesaid dealer expressly agrees and warrants that it is to prepare and install the bronze memorial in a good and workmanlike manner. It is expressly agreed and understood that this dealer assumes sole responsibility for restoration and repair of the bronze memorial in the event of settlement, erosion, or any other change in the condition or position of the memorial except for changes caused by the actions of Ivy Hill Cemetery. This responsibility is subject to Ivy Hill Cemetery's right to correct or remove the memorial as indicated in the Monument Dealer Agreement.

Bronze Size _____ - _____ X _____ - _____
Length Width

Base size _____ - _____ X _____ - _____
Length Width

(Signature of Dealer/Date)

(Company Name)

(Address)

Zip _____

Phone: _____

Dealer Form 4(a)(Stone)
IVY HILL CEMETERY COMPANY of ALEXANDRIA
SPECIFICATIONS

Cont. # _____

Section _____ Lot _____ Site _____

Type of Material: _____

Size of Die: _____

Base: _____

Shape of Die: _____

Base: _____

Finish of Die: _____

Base: _____

Method of inscription (i.e. sandblast, chisel cut, etc.) _____

Inscription:

Front:

Rear:

Attach a sketch of the stone showing all dimensions, carvings and lettering, including front, rear, side and top of die and base drawn to scale. (All lettering and inscription work must duplicate existing work in both form and method.)

Dealer Form 4(b)(Bronze)
IVY HILL CEMETERY COMPANY of ALEXANDRIA

Cont. # _____

SPECIFICATIONS

Section _____ Lot _____ Site _____

Design Name: _____ Design Number: _____

Manufacturer: _____ Address: _____

Type of Finish: **Required DARK**

Style of Lettering: OVAL _____

_____ Companion: Bronze Size: _____

Base Size: _____

Base Material: _____

_____ Individual: Bronze Size: _____

Base Size: _____

Base Material: _____

Additional Verse: _____

Emblems: _____

Attach a sketch of the Memorial showing all dimensions, placement of emblems and lettering drawn to scale.

Dealer Form 5
IVY HILL CEMETERY COMPANY
of ALEXANDRIA

Cont. # _____

APPLICATION TO ADD LETTERING TO A STONE OR BRONZE

Application is hereby made for permission to add an inscription or scroll to an existing monument, marker or memorial in accordance with the Cemeteries fees, rules, regulations and standards for installation and maintenance of such subject to the provisions of the Monument Dealer Agreement located in:

Section _____ Lot(s) _____ Site(s) _____

and to permit (dealer) _____
to furnish and install the following: (Please attach a separate sheet with the lettering to be added.)

IT IS UNDERSTOOD AND AGREED THAT ALL INSTALLATION, INSCRIPTION AND WORK ON MONUMENTS, MARKERS OR MEMORIALS IS SUBJECT TO THE FEES, RULES AND REGULATIONS OF THE CEMETERY NOW IN FORCE OR HEREAFTER ADOPTED IN ANY WAY AFFECTING MONUMENTS, MARKERS, MEMORIALS OR ANY OTHER STRUCTURE, THEIR MANUFACTURE, LOCATION, CARE, INSTALLATION, INSCRIPTION OR REMOVAL.

I hereby certify that this is your authority to cause to have made the inscription or scroll as indicated. I further certify and represent that in this capacity I have the right to make this authorization and accept the responsibility and liability therefor. I further agree to hold Ivy Hill Cemetery Company of Alexandria harmless from any liability on account of said authorization and disposition in this matter.

_____ Name _____ Date

_____ Address

_____ () - _____ Phone

X _____ Signature

Lettering Permit Charge is to be paid when application is submitted.

Approved _____

Disapproved _____

Reason _____

Dealer Form 6
IVY HILL CEMETERY COMPANY of ALEXANDRIA

PRICING FACTOR

Ivy Hill Cemetery reserves the right to only install memorials and markers sold by Ivy Hill Cemetery or supplied by the Veteran's administration.

1. **Stone Monument and Marker Foundations [installed by Cemetery]**

Length x Width of base x \$1.30

Example: Base - 36" x 12" = 432" x 1.30 = 561.60 for the foundation, and all layoff and cemetery fees, making the total cost..... \$561.60. (\$0.65 for layoff and admin fees and \$0.65 for the foundation installation.)

2. **Bronze Memorials [layoff and Administrative fees]**

Individual bronze markers lay off and administrative fees: \$225.00

Companion bronze markers lay off and administrative fees: \$350.00

3. **Administrative and Layoff Fee**

- All layoff and administrative fees are included in the above pricing

4. **Lettering Permit Charge**\$ 25.00

Costs/Fees subject to change without prior notice