

**ORCHARD LAKE COMMUNITY CHURCH, PRESBYTERIAN**  
**5171 Commerce Road**  
**Orchard Lake, MI 48324**

***Columbarium Ministry***  
***Request to Reserve Niche***

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Date \_\_\_\_\_

Please reserve a Columbarium niche for: \_\_\_\_\_ Niche Number Selected: \_\_\_\_\_

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

TELEPHONE

Home: \_\_\_\_\_ Business: \_\_\_\_\_

Payment Enclosed \$ \_\_\_\_\_

I understand that the Columbarium Committee will assign spaces based on availability at the time of request.

It is also understood that the fee of \$500.00 includes engraving of a standard nameplate which includes name and dates of birth and death. No other additions will be authorized. The fee also includes an urn for the cremains.

Other persons who may be contacted should there be questions or concerns.

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Address (if different from above)

\_\_\_\_\_  
Address (if different from above)

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Please Sign Your Name

*Please note: A separate form is required for each request.*

**ORCHARD LAKE COMMUNITY CHURCH, PRESBYTERIAN**  
5171 Commerce Road  
Orchard Lake, MI 48324  
248.682.0730

***Columbarium Ministry***  
***Certificate of Perpetual Use***

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Orchard Lake Community Church, Presbyterian, in consideration of the sum of \_\_\_\_\_ dollars (\$ \_\_\_\_\_ ), receipt of which is hereby acknowledged, grants unto:

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

The sole and perpetual use of Niche # \_\_\_\_\_ as shown on the master plan of the Columbarium in the church office, subject to the provision, conditions and limitations, and privileges specified in the policies and regulations as adopted and hereafter modified by the Session of the Orchard Lake Community Church, Presbyterian.

It is hereby mutually agreed that the rights hereby granted are and shall for all purposes be deemed to be personal property only. In witness whereof, Orchard Lake Community Church, Presbyterian has caused these presents to be subscribed by its duly authorized officers on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Orchard Lake Community Church, Presbyterian  
5171 Commerce Road  
Orchard Lake, MI 48324

\_\_\_\_\_  
Chairman, Board of Trustees / Date

\_\_\_\_\_  
Clerk of Session / Date

**ORCHARD LAKE COMMUNITY CHURCH, PRESBYTERIAN**  
5171 Commerce Road  
Orchard Lake, MI 48324

***Columbarium Ministry***  
***Name Plate Detail***

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Niche # \_\_\_\_\_

Full Name or Preferred Name:

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Alternate Name:

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**NOTE:** If the names are too long, space may be a problem. Therefore, please provide an alternate detail for the name, e.g., first initial only, middle initial only, first and middle initial, etc.

Date of Birth: \_\_\_\_\_

Date of Death: \_\_\_\_\_

Example:

JOHN Q. PUBLIC	
3-4-1907	11-29-2000

JOHN QUINCY PUBLIC	
3-4-1907	11-29-2000

Date of Inurnment: \_\_\_\_\_

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5171 Commerce Road  
Orchard Lake, MI 48324

***Columbarium Ministry***  
***Payment Policy for Columbarium Niches***

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The payment policy is as follows:

- The cost per niche is five hundred dollars (\$500.00).
- A payment of 25% down with the remainder due within two (2) years.
- Total payment is due for immediate use.

Number of Niches	Down Payment	Amount Due in 2 Years
1	\$125	\$ 375
2	\$250	\$ 750
3	\$375	\$1125
4	\$500	\$1500

Payment

Date

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