



## Foundation and Setting Application with rules and regulations.

Thank you for your participation in making Historic Hollywood Cemetery a place of beauty and serenity. Please find attached the rules and regulations for setting in Historical Hollywood Cemetery.

A few important points...

- ◆ Please wait until you have our signed approval before manufacturing any sort of memorial... If there is a problem with your application, we will notify you either in writing or by phone.
- ◆ We do not set any markers or monuments not sold by our company.
- ◆ There is only one marker per space. Foot markers accompanying upright monuments are allowed.
- ◆ No work is to be done on the property without your work crew first checking in with the cemetery office.
- ◆ No work is to be done on the property without proper proof of liability insurance on file.
- ◆ Installation can only be done foundations are Tuesdays and Thursdays. The settings are Wednesdays and Fridays.
- ◆ All work is subject to approval by the cemetery and if unsatisfactory, shall be removed or completed to the cemetery's satisfaction, upon direction of the cemetery management.

If you have any questions, please feel free to contact us.

Adult stakeout fee for all monuments and markers is \$150.00

Baby stakeout fee for all monuments and markers is \$75.00



HISTORIC  
**Hollywood**  
SINCE 1895  
CEMETERY, INC.

A Perpetual Care Cemetery

For office use

Work permit Authorized by \_\_\_\_\_

Staking fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Authority to install markers or monuments will only be allowed if paperwork is filled out, and applicable fees have been paid. All monument companies must check into the office prior to working on the grounds. **Date and approximate time are required in advance. The cemetery stakes by appointment only. No walk-ins allowed.**

SECTION \_\_\_\_\_ LOT \_\_\_\_\_ SP \_\_\_\_\_

NAME OF LOT OWNER \_\_\_\_\_

BURIALS ON LOT 1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

- ☐ Staking Fee (cemetery flags, dealer pours foundation and sets.) \$ \_\_\_\_\_
- ☐ Date and time of expected install \_\_\_\_\_
- Please note that Historic Hollywood Cemetery does not set outside monuments or markers

**Marker specifications (please circle) Flat Grass Upright Monument Ledger Bench**

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Thickness: \_\_\_\_\_ \*Base Size: \_\_\_\_\_

**\*\* PLEASE ATTACH A DRAWING \*\***

- ♦ Foundation surfaces should be smooth and level with concrete mixed well and forms removed before setting the monument of bench. **NO DRY SETTING.**
- ♦ All foundations should have rebar and piers.
- ♦ Base sizes do not exceed 40" in width per space.
- ♦ All Monuments are to be cemetery grade granite, Markers are to be 4" thick with cemetery grade granite or bronze.
- ♦ All upright monuments should have dowl pins in the die and base.

I hereby declare the above information is correct and hereby agree to abide by the rules and regulations set forth by HISTORIC HOLLYWOOD CEMETERY, INC. I understand that violations of these regulations could result in injury or death and assume all liability that arises from a monument I set or a foundation I pour. I further understand HHC requires me to be in compliance with the rules and regulations and that failure to do so may lead to barring my company from performing any and all work on the cemetery grounds.

Monument dealer signature: \_\_\_\_\_

Monument phone/fax number \_\_\_\_\_

Lot owner signature \_\_\_\_\_



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## 3 DAY NOTICE

After the foundation and setting application of Historic Hollywood Cemetery has been completely filled out and approved, and proper amount has been remitted for the stake out fee to Historic Hollywood Cemetery then you will send the notice **3 BUSINESS DAYS IN ADVANCE** to install a memorial, pour a foundation or stake out a memorial. Consider this a written notice of intent to install a memorial or foundation for:

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Section: \_\_\_\_\_ Lot: \_\_\_\_\_ Space: \_\_\_\_\_

- ☐ INSCRIPTION ON EXISTING MARKER/MONUMENT: \_\_\_\_\_
- ☐ ADD VASE TO EXISTING MEMORIAL: \_\_\_\_\_
- ☐ POUR MONUMENT FOUNDATION - INDICATE SIZE: \_\_\_\_\_
- ☐ STAKE OUT MONUMENT ONLY - INDICATE SIZE: \_\_\_\_\_
- ☐ MARKER STAKE OUT ONLY – INDICATE SIZE: \_\_\_\_\_
- ☐ MARKER SETTING: \_\_\_\_\_
- ☐ PICK UP MARKER/MONUMENT FOR INSCRIPTION: \_\_\_\_\_

PLEASE FILL OUT THE DATE YOU WILL BE ARRIVING INTO OUR CEMETERY AND SIGN BY THE MEMORIAL DEALER AND EMAILED BACK TO [VJOHNSON@HHCEMETERY.COM](mailto:VJOHNSON@HHCEMETERY.COM) THANK YOU.

DATE OF ARRIVAL: \_\_\_\_\_

MEMORIAL DEALER SIGNATURE: \_\_\_\_\_

WORKMAN SIGNATURE AND DATE: \_\_\_\_\_

WORKMAN SIGNATURE AND DATE: \_\_\_\_\_



## **HISTORIC HOLLYWOOD CEMETERY**

### **SETTING INFORMATION**

All memorials including flush/ grass markers, upright monuments and benches must be approved by using the Foundation & Setting Application Contract.

Once the approval is given, HHC requires at least (3) Business days for the memorial stake out to be done.

On the day of installation all memorials must be inspected by the superintendent or office before the memorial is set.

All fees must be paid 48 hours in advance unless prior arrangements have been made.

Your company must have current proof of liability insurance and we must have a current copy in our file.

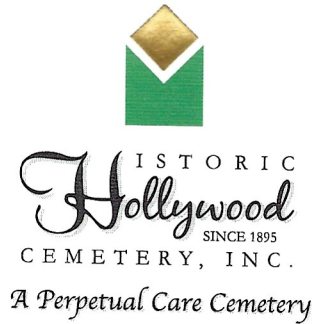
If you have any questions, please contact the cemetery office at (713)227-5109

#### **Monument/ Marker stake out fee**

**Adult Monument/ Marker stake out fee \$150.00**

**Baby Monument/ Marker stake out fee \$75.00**





## Foundation Standards

**Foundations poured in our cemetery must meet a certain set of standards, designed to promote safety and stability. The Cemetery reserves the right to inspect foundations, and if they are found to be insufficient, demand they be corrected. If not corrected, a foundation may be removed.**

**All foundations must consist of a slab with evenly spaced underground piers. It must be poured as one unit with concrete rebar in the piers. The piers must be 3' long.**

**The slab must be even with the surface and extend 1' under the surface.**

**For foundations under 8' long, two evenly spaced piers are sufficient, but if the foundation exceeds 8' then there needs to be three piers, also evenly spaced.**