

# SPRINGHILL CEMETERY

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## **Springhill Cemetery Ceremony Preparation Information**

### **Required Documents:**

*Burial Permit or Certificate of Cremation:* Springhill Cemetery must have the necessary documents for our records in compliance with provincial regulations. Please ensure you provide a copy of either the burial permit or the certificate of cremation to the cemetery office before the ceremony. These documents allow us to complete the official interment record, ensuring legal compliance and proper tracking for future reference. For your convenience, there is a dropbox beside the office door where documents can be submitted anytime. Refer to the photo (yellow pin) for the exact office location.

### **Weather & Attire:**

*Check the Weather:* Ottawa weather can be unpredictable. Please check the forecast for the ceremony day and dress accordingly (bring umbrellas, jackets, or sunscreen if needed).

### **Parking:**

*Be Considerate of Others:* There is no designated parking area at Springhill Cemetery. Please be mindful of other visitors by parking respectfully and ensuring clear access for others.

### **Grounds & Etiquette:**

*Leave No Garbage:* Kindly take any waste with you or use the available garbage bins. We aim to maintain the cemetery grounds respectfully for all visitors.

*Conduct:* We ask that all guests conduct themselves respectfully and quietly following cemetery rules to honor the sanctity of the space.

### **Ceremony Logistics:**

*Timing:* Confirm the exact time of the ceremony with all attendees and service providers. Ensure promptness as late arrivals may disrupt other scheduled events.

### **Decorations:**

*Flowers & Memorial Items:* Fresh cut flowers are permitted, but please refrain from leaving potted plants, or other heavy ornaments. These items will be removed by cemetery staff to maintain the grounds.

### **Pets:**

*Dog Owners:* Dogs are permitted in the cemetery if kept on a leash and only on designated roadways. Please ensure pets are kept off grassed areas, and owners are responsible for cleaning up after them.

### **Additional Considerations:**

*Children:* Children under 12 are welcome but must be accompanied by an adult responsible for their behavior during the ceremony.

*Safety Precautions:* Please respect the speed limit of 20 km/h within the cemetery grounds and drive cautiously.

Should you have any additional questions or need assistance, please do not hesitate to contact the cemetery office at 613-821-3683 or via email at info@springhillcemetery.ca.

