



WESTLAKE I.O.O.F. CEMETERY
3101 J.T. Ottinger Road
Westlake, Texas 76262
817-430-0941
cemetery@westlaketx.gov

SALES POLICIES

The following are sales policies of the Westlake I.O.O.F. Cemetery:

- (1) Before an interment, entombment, inurnment can be done all fees and charges must be paid in full.
- (2) Burial Spaces (Also known as lots, graves, plots, or spaces). One full burial space will accommodate one adult burial, or one adult and one infant, or one adult and one urn of cremated remains, or two urns of cremated remains.
- (3) Cemetery fee schedule for burial space includes perpetual care, grounds and administrative fees of:
 - a. Adult Burial Space - \$4,000.00
 - b. Infant Burial Space - \$2,500.00
 - c. Interment Fee - \$400.00
 - d. Urn Interment Fee - \$400.00
 - e. Service Fee - \$350.00
- (4) When pre-arranging for graves, niches, memorials, or service fees, the patron may finance the purchase and fees as follows:
 - a. Payment in full at point of purchase.
 - b. Down payment of 20% or more with the remainder of the purchase price paid in twelve (12) consecutive monthly payments.
 - c. Memorials or monuments, pre-need or at-need, may not be placed until all space fees are paid in full.
 - d. \$200 of the Interment fee is refundable if marker is place within 12 months.
- (5) Prepaid service fees are placed in our escrow fund as cash is received. One hundred percent (100%) of the fee is escrowed. The patron will not pay more for the service when it is provided. The price is frozen. If, for whatever reason, the funds are refunded to the patron or the patron's estate, the patron receives only the original amount paid with no interest accrued.
- (6) For graves or niches, where no burial has occurred, the patron may offer them back to the Town and the Town will pay the patron 75% of the original purchase price. No interest shall accrue.
- (7) Cancellations: When the patron fails to make regular payments, the Town shall cancel the agreement if payments are more than 120 days delinquent. Any money paid to-date on said purchase is forfeited.

- (8) The Town will accept payment in the form of a check, money order or credit card with a 3% user fee.
- (9) All installment sales must be made on a Town Installment Agreement and must be approved by the Director of Parks or his designee. The Director of Parks at the Town shall maintain a contract log for all numbered contracts.
- (10) For all burials at the Cemetery, a signed Interment Authorization must be on file.
- (11) Graveside - The funeral procession enters our gates and will be met by a Westlake I.O.O.F. Cemetery employee in a Westlake I.O.O.F. Cemetery vehicle and will be led to the appropriate graveside location. All graveside arrangements and services will be provided by the funeral home/director. A brief committal service will be performed immediately followed by the burial. The family and their visitors are permitted to witness the burial if they desire.
- (12) Memorials –Westlake I.O.O.F. Cemetery requires that all permanent memorials be lawn-level and bronze (except in Sections A, B E, and F Monument Gardens, as designated.) Granite bases are required for all memorials. Permanent vases are optional however, they are required for the placement of any type of artificial floral tribute. Vases may be part of the bronze memorial or a separate unit but must be permanent (bronze) in nature. Memorials are placed at the HEAD of the grave; a second bronze or stone memorial is allowed on any single grave as long as it is an individual marker and contains no vase.