

Please complete as many details as are known and ensure all applicable forms are presented prior to cremation.
 Email completed forms to cemeteries@whakatane.govt.nz.

Cremation booking details

Day: _____ **Date:** _____ **Time:** _____
Is the chapel required? Yes No **Service Details:** Full (1hr) Committal (30min) Backdoor

If the Chapel is required, please be advised that the setting up and restoring of the Chapel to its original condition is the responsibility of the hirer. If interment required, please complete an 'Interment Notice'.

Details of deceased person

Surname: _____ First name/s: _____
 Date of death: _____ Age at death: _____
 Late residence: _____

Details of applicant

Name of funeral director / family representative: _____
 Address: _____
 Contact telephone number: _____ Signature of Applicant: _____

Terms of booking

- a) Hillcrest Crematorium is open 9:00am to 5pm Monday to Saturday and Public Holidays by request;
- b) At least 8 working hours' notice is required prior to a cremation taking place - confirmation will follow from WDC staff;
- c) Last booking accepted for a:
 - o **full service** is 3:30pm
 - o **committal** is 4pm
 - o **backdoor** cremation is 4:30pm;
- d) Any cremation, backdoor or otherwise, which pushes a pre-existing booking past 5pm will incur a charge of \$100 per hour or part hour for the sexton and/or sexton's assistant;
- e) Public Holiday cremations/chapel hire are by prior arrangement and subject to staff availability;
- f) Fees and charges are inclusive GST and as per Council's current fees and charges schedule and subject to change.

Office use only

	Weekdays	Saturdays	Public Holidays
Cremation Cost (Adult)	\$650	\$875	\$975
Cremation Cost (Child 5-12)	\$230	\$470	\$710
Cremation Cost (Under 5)	\$115	\$355	\$345
Chapel Cost (Full service)	\$150	\$150	\$150
Chapel cost (Committal)	\$85	\$85	\$85
Additional Charges (per person)	\$100/hr	\$100/hr	\$100/hr

○ RECEIVED ○ CALENDAR ○ OZONE ○ RETURN EMAIL/FAX INITIALS _____ WARRANT # _____ INV # _____