ABOUT FUNERALS

Caring professional service when you need it most













Harbour City
FUNERAL HOME



Welcome

We trust this booklet will assist you and your family whether you are in the pre-planning stages or whether you are presently involved in arranging a funeral.

As funerals can be a stressful time, it is understandable that we can sometimes forget information that the funeral director has offered.

It is our sincere hope that this booklet will fill in some of the gaps and provide you with helpful information.

If you have any further questions please feel free to make contact with us. Contact details can be found on the back of this book.

Geoff Botherway
General Manager

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History of Harbour City Funeral Home

Simon Manning had been working for E. Morris Jnr for several years when, at the age of 24, he thought, “We can do better than this.” So, using money he had saved to buy a house, he started Harbour City Funeral Home on August 1st, 1989, at 56 Onepu Road, Kilbirnie. At the time, this building also housed the Kilbirnie Library, so during the week, Simon rented the local Methodist church on Cockburn Street to provide a chapel for families.

Initially supported by his parents, Don and Dorothy, Simon quickly gained the backing of the community. Within just 3-4 years, Harbour City Funeral Home had grown to become the market leader in Wellington City funeral services. Simon and Harbour City became synonymous with thinking outside the square, providing service based on what the client wanted rather than what tradition dictated.

Employing young, like-minded individuals who shared his energy and vision, the company continued to grow. Staff numbers increased from 5 to 25 as the business expanded to serve the Lower and Upper Hutt communities from 2003, and the Kāpiti community from 2019.We are proud to still have some of the longest-serving staff in the company and indeed the industry, each with over 25–35 years of caring experience. This includes Geoff Botherway (General Manager), Brad McAneney, Danny Langstraat, Sheryl Wright, Sheryl Rodda, and Barry Gee.

From its inception, Harbour City Funeral Home has aimed to demystify funerals and put the power and control back into the hands of the families we serve. We were one of the first funeral companies in New Zealand to host Open Days, inviting the public to look behind the scenes and ask any questions they had about death and funerals. Our seminars are well known in the community for their openness. No subject is off-limits, including the cost of funerals, eco-funerals, embalming, cremation, and more.

Over the years, we have built long-term community relationships and used our experience to provide meaningful contributions such as a free bus service to Mākara Cemetery, advocating for specific cemetery spaces through local councils, hosting annual Christmas Remembrance Services, and educating the health industry—be it for DHBs, hospices, or aged care facilities. We also play a role in training and educating others in the New Zealand funeral industry.

With Simon’s decision to retire from day-to-day operations in August 2023, we joined with innovative and like-minded companies in New Zealand and became part of the Propel Funeral Partner group, where Simon took a board position.

Harbour City Funeral Home continues with the same core values and team, committed to being the innovative, professional funeral company our communities can trust, knowing it makes an enormous difference to those we serve.







Burial or Cremation?

During your first contact with Harbour City Funeral Home, our funeral director will ask you whether the person who has died wished to be cremated or buried.

The choice, cremation or burial determines which kind of medical certificate we are legally required to obtain.

Cremation

In New Zealand, cremation is a widely accepted alternative to burial. There are a number of crematoriums in the greater Wellington region. Each crematorium has different levels of facilities and costs vary; we are careful to keep you fully informed of what the standards of each crematorium are.

You may have seen the wording, *'followed by private cremation'* in funeral notices. This refers to the time when the hearse moves off from the funeral service unaccompanied, or accompanied by family members and close friends. The choice of whether you wish to travel to the crematorium is always up to you.

In 2026, Harbour City Funeral Home will be opening a new crematorium, further expanding the options available for families in the greater Wellington region.

Burial

Our local cemeteries offer the choice of upright headstone or plaque sections. You may find it useful to visit the cemetery to be sure about which style you would prefer. Some cemeteries will allow you to choose a plot when visiting.

Another matter for consideration is whether other family members may wish to be buried in the same plot in the future. Some cemeteries will allow three people to be buried in the same plot, so you may wish to decide on single, double or triple depth as part of the funeral arrangements.



Natural Burial

Natural burial at Mākara or Ōtaki Cemetery: The best option for the environment. If you want to make the best choice for the environment, consider the option of a natural burial at the Mākara or Ōtaki Cemeteries.

The Concept: The unique sense of place of Mākara and Ōtaki Cemeteries has been achieved through a clear guiding concept: the central idea is that everything about the cemetery is as 'natural' as possible. In essence, we will not introduce anything to the cemetery that would interfere with or pollute environmental processes.

For example, to help natural processes, plots are dug only into the active soil layer, the deceased is not embalmed and is buried in a casket of untreated, sustainable wood. Plots are filled with aerobic, organically active soil, and overplanted with a tree native to the area. The whole cemetery is gradually restored to native bush.

Key Features of a Natural Burial

No Embalming: Bodies buried on this site must not be embalmed. The purpose of this requirement is to speed up the natural processes of returning the body and its nutrients to the soil, and to reduce the amount of artificial materials we introduce to the soil.

Burial in the Upper Soil Layers: Bodies will be buried within the active soil layer or as close to it as possible. Depth will vary according to the soil conditions. Plots will be partly refilled with compost to help enrich the soil.

Trees: A native tree will be planted at the head or base of the plot. You can choose it from a dozen nursery plants. These trees are the basic building blocks of a native habitat restoration programme.

Over time, other trees will be planted over and around the plot. To improve survival, the Wellington City Council will not plant trees for plots in summer.

Caskets: You must use a casket approved by Natural Burials. These caskets will be made from sustainably grown and harvested woods, with no chemicals or artificial compounds used in the treatment of the wood or the manufacture of the casket or its accessories.

Plot Markers: A non-treated wooden post is sunk into the ground at the head or foot of the plot. You or your family can include on the post cap and sides a poker-burnt engraved inscription of your choice. The marker is designed not to be permanent. However, the plot and details of the person buried there are marked and drawn on a map held by the council.



Where Will the Service Be?

Choosing the location for the funeral service is an important part of the planning process.

If the person belonged to a religious denomination, the service is often held in their local church. Alternatively, you may prefer to use one of our funeral home chapels. Karori, Kaitawa and Whenua Tapu crematoriums have chapels available.

The service can also take place at other venues such as Old St Paul's or The Pines in Wellington, the Silverstream Retreat Centre in the Hutt Valley, amongst others. It may also be held at the family home or another setting that holds personal significance for the person who has died and their loved ones. This could include meaningful locations such as a sports club, beach, or any place that reflects the person's life and values.

When selecting a venue, many families appreciate having a catering lounge available for a 'cup of tea' after the service. Our funeral director will be happy to talk through suitable options with you.



Our Locations

Kāpiti

300 Kāpiti Road, Paraparaumu

Our Paraparaumu funeral home is located on the corner of Kāpiti and Hurley Roads. Designed with comfort and warmth in mind, it features a modern, light-filled interior with soft furnishings to create a welcoming atmosphere.

The chapel seats up to 170 guests and flows seamlessly into the Collins Opie Lounge, ideal for after-funeral gatherings. Our facility is fully air-conditioned and equipped with advanced audio-visual and live-streaming technology, so friends and family can be part of the service wherever they are.









Lower Hutt

665 High Street (opposite Hutt Hospital)

Our High Street Chapel in Lower Hutt offers seating for 100 guests, with an overflow area accommodating up to 75 more. It features a modern, light-filled interior with soft furnishings to create a welcoming atmosphere

The chapel includes on-site catering facilities and convenient parking, with additional two-hour parking available nearby on Boulcott Street. For those unable to attend in person, web streaming is available to ensure everyone can be part of the service, no matter where they are.

Upper Hutt

Cnr Ward Street & Fergusson Drive

Rebuilt in 2014, our Fergusson Drive Chapel in Upper Hutt offers a warm and thoughtfully designed space for funeral services. The chapel seats approximately 130 guests, with an additional overflow area accommodating up to 100 more.

On-site parking is available for up to 22 vehicles, with additional street parking readily available on Ward Street. A spacious catering lounge is also attached, providing a comfortable setting for gatherings following the service.

Web streaming is available to ensure everyone can be part of the service, no matter where they are.



Wellington

56 Onepu Road, Kilbirnie

Our Wellington location offers two chapel options in the eastern suburbs, each designed to meet different needs.

The Cockburn Street Chapel (Cnr Onepu Road & Cockburn St, Kilbirnie) seats up to 150 guests and includes on-site parking for 25 vehicles. It features catering facilities for after service gatherings and is equipped with live and on-demand web streaming, allowing friends and family to join the service from anywhere.

Just around the corner, our Onepu Road Chapel offers a more personal setting, with seating up to 20 guests. Adorned with beautiful stained glass windows inspired by New Zealand's natural landscapes, it's an ideal space for smaller, more private services.







Our Vehicles

Harbour City Funeral Home offers a modern fleet of four matching white, purpose-built hearses, as well as a Black Kia Carnival, a sleek, modern vehicle ideal for families seeking a more contemporary or understated option.

Family Transport

In most circumstances families use their own vehicles to get to the funeral service. However we are able to arrange door-to-door transport for families and friends on the day of the funeral.

The Funeral Service

The funeral director's most important role is to make all the relevant arrangements prior to conducting the funeral on the day.

The funeral director works with the minister or celebrant to ensure that any of the family's special requests (e.g. regarding music, flowers, photos, candles) have been met by the time of the funeral service.

The funeral director will discuss with family members about whether they would like a photo presentation. The funeral director will also arrange for the collection of photos and the music to be used.

The minister or celebrant is ultimately responsible for what happens in the funeral ceremony itself. This usually involves working with family members to:

- plan the format of the funeral service;
- decide who will deliver the eulogy – family member(s) or a close personal friend;
- select music, reading or poetry during the service;
- decide on the use of other symbols such as candles, flowers and photos as required;
- discuss the content for service sheets, if they are required; and schedule the photo presentation (if any) in the service.



Funeral Timing

Deciding when to hold the funeral is entirely your choice. While there is no legal requirement regarding timing, cultural and religious traditions may influence your decision. Given the many factors involved in planning a funeral, it is not uncommon for funerals to take place five to seven days after death.

If needed, the funeral can be scheduled for a later date to accommodate those traveling from overseas. There is no need to rush, taking more time allows for clearer decision-making and ensures that important details aren't overlooked. We can accommodate any timeframe to allow family and friends the opportunity to attend and participate.



Clergy or Celebrant?

If you are a member of a religious denomination, your priest or minister is likely to be the obvious person to conduct the funeral service.

You may wish to inform the priest or minister that death has occurred. The funeral director usually makes contact with them to confirm the date and time of the funeral.

Funeral celebrants are also available to conduct funeral services. Celebrants can provide a service that is appropriate to the needs and cultural beliefs of the family. The funeral director has a list of celebrants from which your family may choose.

We are willing to recommend someone we feel is suitable for your circumstances if required. If you are wishing to use a celebrant, you may find it helpful to meet with them before the person has died, if possible. In this way, the celebrant has an opportunity to gain a better understanding of the person's preferences in regard to the funeral service.

Symbols, Music and Flowers

Using carefully chosen symbols in a funeral service can enhance the significant aspects of a person's life, and help create a very personal atmosphere for the service.

Symbols

Including meaningful symbols can help tell the story of a person's life during a funeral. Candles, flags, poppies, or the Last Post can reflect love, heritage, or military service. Personal touches like awards, hobbies, or treasured items offer a glimpse into what mattered most, creating a lasting and personal tribute.

Music

Music has a unique way of expressing what words cannot. It often sets the emotional tone of the service, offering comfort, reflection, and connection.

You may choose to play meaningful songs from a Spotify playlist, or arrange for live music performed on instruments such as the piano, guitar, keyboard, bagpipes, or bugle. If desired, choirs, soloists, or singers can also be included to create a more personal and memorable tribute.

Flowers

Casket sprays can be personalised with favourite flowers, colours, or meaningful items like sports gear or vegetables. While friends often send flowers, some families prefer donations to a chosen charity in memory of their loved one.



Pallbearers

If you are using pallbearers, it is best that you approach these people prior to the funeral service. Many friends will be honoured to assist you by helping carry the casket at the funeral. Asking for this kind of assistance may also be a useful way to incorporate service clubs that the person was a member of, or to involve wider or extended family.

The usual way to carry the casket in New Zealand is at 'arm's length'. The method of carrying it on the shoulder, although common in some other countries, tends to be reserved for full military or VIP funerals. However, there is no reason why it cannot be done in this way if that is what the family chooses. Regardless of which method is used, it is preferable for six people to be available as pallbearers.

Ex Service Personnel

Service personnel are entitled to be buried in a subsidised plot in most cemeteries. The plaque or headstone on these graves is also subsidised by the New Zealand Government.

If you do not know the service details of the person who has died, we are able to obtain these details from Personnel Archives at the Department of Veterans Affairs on behalf of the family.

Compassionate Airfares

Some airlines offer compassionate airfares to immediate family members travelling to a funeral. You should check with the airline whether the ticket you are travelling on is able to be discounted in this way.

If a discount is possible, we will provide you with a supporting letter from our company for the airline.

To write our supporting letter we need the following:

- The full name of the person on the ticket.
- The traveller's relationship to the person who has died.

For more information, you can visit the Air New Zealand compassionate fares page. (Please note: Jetstar does not offer compassionate fares.)

Newspaper Notices

We will assist you to write a notice for the newspaper if you would like us to. Below is an example of what you may wish to consider.

SMITH, Robert Henry (Rob) (late of Kāpiti) –
On 1 January 2025, peacefully at home, aged 87 years.
Dearly loved husband of..
Loving father and father-in-law of..
Devoted grandfather of..
Brother and brother-in-law of..
Loved by all his wider family and friends.

In lieu of flowers donations to ABC charity would be appreciated and may be made online at ABC charity website.

A service for Rob will be held at Harbour City Funeral Home Chapel, on Friday 10th January at 11:00am, thereafter private cremation.

To live-stream Rob's service or leave a message or tribute please visit www.hcfh.co.nz. Cards can be posted to Harbour City Funeral Home.

If you would like people to send flowers, do not include the statement about donations.

You may wish to thank specific people who have been outstanding in their help to you and your family.

We recommend for security reasons that residential addresses do not appear in the newspaper. Instead you can use our postal address and we will forward mail to you as it arrives.



Catering

Offering refreshments / hākari after a funeral / tangihanga is regarded as an important aspect of the funeral service.

This is a time for meeting up with family members, sharing stories and recalling in greater detail the life of the deceased person. Sometimes funerals are the only opportunity for a family reunion these days.

Our facilities are equipped for this purpose and catering can also be provided at other venues. You are welcome to discuss menu options with your funeral director. Some church groups also offer to cater for funerals; where they do, we are happy to assist in any way.

We also have the facilities to play music or display the photo presentation during refreshments, allowing guests to continue reflecting on the life of their loved one in a relaxed and supportive setting.

Please note that alcohol is not permitted on any of our premises.

Caskets, Urns and Jewellery

We offer a range of meaningful options to reflect your loved one's life, from traditional and eco-friendly caskets to decorative urns and beautifully crafted memorial jewellery. For more images and pricing visit hcfh.co.nz

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Caskets

We have a wide range of caskets to suit personal preferences. Our range consists of a variety of simple styles, through to high gloss solid timber panelled options, also an extensive choice of eco and natural burial caskets, ideal for those choosing an environmentally conscious farewell.

Urns

After cremation, ashes are returned in a simple urn, suitable for storage or scattering later. For keeping or burial, a decorative urn may be preferred. Urns come in various styles and can be chosen based on your plans (keeping, scattering, or interring). Ashes can be kept in one urn, divided among several, or even placed in memorial jewellery. You're also welcome to provide your own container.

Jewellery

Capture the unique fingerprint of your loved one as a lasting personal keepsake. Our fingerprint jewellery offers a comforting reminder for those who have lost, or are about to lose, someone close.

Each piece features a unique fingerprint, handcrafted onto a sterling silver or gold design to treasure forever. Select from a range of timeless shapes, with every piece beautifully packaged and presented with a care card and polishing cloth.

Preparation of the Deceased

(Embalming)

Our staff are fully trained to carry out transfers with dignity and compassion, whether the place of death is a private residence, hospital, or public location.

This level of care continues throughout every stage of the funeral preparation process. Once you notify us of a death, we will ask whether you would like your loved one to be embalmed. We always seek verbal consent before proceeding with embalming and are here to guide you through this decision. Ultimately, your comfort and wishes are our priority.

We have qualified embalmers on staff, dedicated to ensuring your loved one is prepared with the utmost professionalism and care.

Every person in our care is treated as if they were a member of our own family with respect, dignity, and sensitivity. We place great importance on preparation for viewings; dressing and grooming are key elements of this process.

Our goal in mortuary care is to ensure your loved one is presented in a manner that is safe, clean, and hygienic.



Clothing and Dressing

Before you spend time with your loved one, we will ask you to provide the clothing you would like them to be dressed in. Please remember to include all necessary items, such as undergarments, when making your selection.

In most cases, our team will dress your loved one and place them in their casket. However, if cultural practices or personal wishes call for it, families are welcome to assist us, or to carry out the process themselves.

We welcome and encourage family involvement and will never take over without your consent. If you would like to participate in dressing your loved one, please let us know at your earliest convenience so we can support you appropriately.



Spending Time with the Person Who Has Died

Some people find it helpful to spend time with the person who has died before the funeral. This special time is an opportunity to say goodbye.

A viewing can assist in the grieving process as it allows people to begin to accept the reality of the death of the person. It can be a time to place mementos such as cards, letters, small gifts, photos, flowers, and other significant objects in the casket with the person.

Some families choose to take the person home or to another venue, to spend some days with the person who has died. We are happy to make arrangements that fit with your wishes and that are at a time suitable to all family members.

Children benefit from being included in the preparations for a funeral. Viewing the person who has died can be a positive experience as it allows them to say goodbye and helps them to accept the reality and finality of death.

Historically, children were not involved in the funeral process. Today, most experts would agree that children should have the same opportunity to view the deceased person and to attend the funeral if they so wish.

Viewing at our funeral home may be done between the hours of 8:30am and 5:00pm, Monday to Friday. You may also view outside of business hours by appointment.



Printing and Multimedia

Service Sheets

Service sheets are an integral part of the funeral process. As they offer a very tangible keepsake to every person attending the service. Although it does not have to be a step-by-step guide of what will occur at the funeral, it is more a memorial of that day.

Often names of those participating will be listed, perhaps the music may be itemised as this was special to the deceased, there may be a collage of photographs showing the deceased's life, or it may record the hymns to be sung on the day.

At Harbour City Funeral Home we are aware that personalisation is an important element to any funeral service. That is why we have a qualified Graphic Designer on our team to ensure that every service sheet is unique and a personalised representation of the deceased. We produce a vast range of high-quality colour service sheets using the latest technology and will advise you as to how soon we need the details so that everything is ready in time for the funeral.

Thank You Cards

Bereavement or thank you cards may feature the photo from the service sheets and can be printed for you to send out after the funeral. These cards can be a nice way of acknowledging the support of family and friends following a death. We also offer digital versions of these cards, which can be easily shared via email or social media, making it simple to express your thanks more widely.

Memorial Book

A memorial book can be produced incorporating the signatures of those who attended the service. If you had a photo presentation, this will also include all the photographs shown during the service. A digital video book is also available, allowing you to watch the photo presentation and access a recording of the live stream. Together, these create a permanent record of the funeral service, presented in a specially designed hard-covered book. Additional copies can be provided.

Photo Presentation

We can create a slideshow of photos to reflect the life of your loved one onto a wall or screen. Such a presentation can be a meaningful way to share more memories and highlights of a life. It can be shown before or during the funeral, accompanied by your own special music. If you simply provide us with your photos (50 – 80), we will create a slideshow for the funeral whether it is in our chapel or at another venue.

Live-Streaming

All of our chapels are equipped with live streaming technology. This system records and streams a high-quality video of the funeral service, allowing your selected audience to view the service live from anywhere. The recording is also archived, so it can be viewed again in the days, months, or even years to come preserving the moment for future generations.



Bereavement Support

We understand that the days and weeks following a funeral can be especially difficult. To help during this time, we offer a complimentary bereavement support service to all families in our care.

Our funeral director will provide you with more information about this service and how it may support you.

Our dedicated bereavement coordinator offers a safe, supportive space where you or your family members can talk openly about any concerns, emotions, or questions you may have. This service is available to all family members, entirely optional, and provided at no cost, for the first three sessions.

Supporting Sensory Needs with Care

We understand that some individuals are sensitive to noise and stimulation. That's why our funeral home offers a dedicated quiet space designed to accommodate sensory needs, providing a calm and comfortable environment for those who require it.

Payment

The funeral account is posted out generally within 3-5 days of the person's service. It is sent to the person who authorised the funeral or to the solicitor handling the estate. The original death certificate is included with the account.

The funeral account is due for full payment 30 days after the funeral. The funeral account is made up of our fees, the casket, and any other charges that we have paid out on your behalf. If the funeral account is not paid by the due date, an account finance charge of $575.00 is added.

It is our expectation that the funeral account will be paid on time. If payment will be a problem, please discuss with us at the initial arrangement so that we can suggest ways to help.

A detailed written estimate of the cost of the funeral will be left with you after you have made the funeral arrangements with the funeral director. We accept payment by eftpos or internet banking.

Probate

Probate (a term coming from a Latin word meaning ‘proof’) is the procedure by which the courts recognise a will as authentic.

The executors of the will must obtain probate from the court so that they have authority to deal with the deceased’s assets (and liabilities) and to enable distribution of the estate in accordance with the will.

The Registrar of the High Court carries out probate after receiving an application from the executors. This task involves establishing that it was in fact the testator (the maker of the will) who died, that the will was properly signed and attested, and that executors have been appointed.

For advice on estate matters we would recommend that you contact your solicitor or an organisation such as the Public Trust.

Financial Assistance

The two most common grants available to families are the Work and Income (WINZ) funeral grant and the Accident Compensation Corporation (ACC) funeral grant.

Work and Income funeral grants provide some assistance and help towards the payment of the funeral. We have the Work and Income funeral grant forms available for you and will assist you in the completion of this form. Once completed, the grant may be approved within 2 weeks.

If the person has died as the result of an accident, we will provide you with the Accident Compensation Corporation funeral grant form. We will assist you with filling this form in and arrange for it to be lodged with ACC on your behalf.



Cultural Awareness

The Wellington, Hutt Valley, and Kāpiti region is home to a rich and diverse tapestry of cultures, beliefs, and religious traditions. At Harbour City Funeral Home, we are deeply respectful of this diversity and committed to honouring the unique customs and values of every family we serve.

Over many years, we have built strong, trusted relationships with a wide range of cultures and community groups. We understand that each culture has its own deeply held beliefs around death, mourning, and farewell, and we do everything we can to ensure that these practices are upheld with respect, care, and sensitivity.

Because many of these communities are close-knit, we’ve often had the privilege of forming genuine friendships over time. This has helped us to become a trusted and familiar presence during a time of need. Whatever your cultural background, you can be assured that we will work closely with you to honour your loved one in a way that is meaningful and true to your traditions.

Death Certificate

On the day of the funeral, Harbour City Funeral Home electronically registers the death of the person who has died. Following this online registration, Births, Deaths and Marriages processes the registration and posts out the certified copy of the death certificate to us, usually within five working days.

We forward the death certificate directly to you or to the solicitor who is dealing with the estate. We can also provide you with JP-certified copies of this certificate. These copies are helpful when dealing with organisations that require proof following a death in the family. We are legally required to include certain information when registering a death. We obtain this information from you while making the funeral arrangements with you. It is important that this information is as accurate as possible. We give you a copy of the information we have gathered so that you can proofread it before we register the death.

If the death has been referred to the Coroner, you will notice the words 'subject to the coroner's findings' in the cause of death section. This means that the official cause of death was not available at the time we registered the death. It is possible to update the death certificate once the Coroner has concluded their enquiries and ascertained the cause of death.



Online Tributes

We can create an online tribute page where friends and family may leave messages or comments at any time. This provides a meaningful space to share memories and reflections in the weeks following the service, allowing those near and far to take part. While the tribute page is not available permanently, it offers a comforting way to gather and preserve stories, thoughts, and expressions of love during a time of remembrance.

You can also view the service sheet, watch the photo presentation from the funeral, and access a recording or live-stream if it was available at hcfh.co.nz











Headstones and Plaques

We have catalogues for headstones and plaques that show you the different options available. When you are ready to talk about choosing one, you can make contact with us and we will be happy to discuss options and arrange a quote for you to consider. We also have examples of the various granite options that are available.

If the headstone or plaque requires a second inscription, it can be included on the funeral account.

Bus Service to Mākara Cemetery

In 1992, we introduced the first private bus service to Mākara Cemetery. This service operates on the third Wednesday of each month and provides a convenient way for those wishing to visit the cemetery. There is time at the cemetery for remembrance and personal reflection before the journey back.

Departs From	Time
Island Bay Library	12:45pm
Harbour City Funeral Home, 56 Onepu Road, Kilbirnie	1:00pm
Miramar Library	1:10pm
Newtown Library	1:20pm
Courtenay Place (Main bus stop)	1:30pm
Opposite The Wilson Funeral Home, 142 Karori Road	1:40pm
Karori Library (Outside Post Shop)	1:45pm



Community Education

At Harbour City Funerals, we believe that a well-informed community is a compassionate one. That's why we are deeply committed to community education through meaningful initiatives and partnerships. By collaborating with local schools, colleges, and community organisations, we provide valuable resources and foster open conversations about grief, loss, and end-of-life care.

As part of our ongoing education programme, Harbour City Funeral Home also conducts community seminars on a range of sensitive and important topics. These include the cost of funerals, eco funerals, embalming, and funerals for babies. Through these seminars, we aim to support individuals and families in making informed decisions while nurturing a more compassionate and connected community.

Helpful Websites

The Funeral Trust
thefuneraltrust.co.nz

New Zealand Embalmers Association
nzembalmers.org.nz

Funeral Directors Association of New Zealand
funeraldirectors.co.nz

myTrove
mytrove.co.nz

Sands New Zealand
sands.org.nz

Skylight
skylight.org.nz

1737
1737.org.nz

Organ Donation New Zealand
donor.co.nz

Manaaki Tāngata | Victim Support
victimsupport.org.nz

Kenzies Gift
kenziesgift.com

Personal Profile Record

Surname: First names:

Residential address:

Date of birth: Place of birth:

If not born in New Zealand, years lived in New Zealand:

Ethnic group:

Occupation (prior to retirement):

Full name of father:

Full name of mother:

Mother's maiden name:

To whom married/civil union:

Town/city of marriage | Your age at marriage | Spouse's date of birth

To whom married/civil union:

Town/city of marriage | Your age at marriage | Spouse's date of birth

To whom married/civil union:

Town/city of marriage | Your age at marriage | Spouse's date of birth

Names and ages of your sons:

Names and ages of your daughters:

Funeral directions:

☐ I wish to be buried. ☐ I wish to be cremated.

Venue of service:

Celebrant/minister:

Hymns/readings/music/donations:

Name of solicitor who holds my will:

Personal Profile Record

Surname: First names:

Residential address:

Date of birth: Place of birth:

If not born in New Zealand, years lived in New Zealand:

Ethnic group:

Occupation (prior to retirement):

Full name of father:

Full name of mother:

Mother's maiden name:

To whom married/civil union:

Town/city of marriage | Your age at marriage | Spouse's date of birth

To whom married/civil union:

Town/city of marriage | Your age at marriage | Spouse's date of birth

To whom married/civil union:

Town/city of marriage | Your age at marriage | Spouse's date of birth

Names and ages of your sons:

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Funeral directions:

☐ I wish to be buried. ☐ I wish to be cremated.

Venue of service:

Celebrant/minister:

Hymns/readings/music/donations:

Name of solicitor who holds my will:

Funeral Service Details

Service to be held at:

Date:

Time:

Followed by:

Venue:

Officiant:

Telephone:

Casket:

Viewing at:

Flowers:

Things to follow up:

- ☐ Clothes (include undergarments)
- ☐ Photos for service sheet/thank you cards
- ☐ Photos for audio visual tribute (30–70 photos are required before funeral)
- ☐ Select music or hymns
- ☐ Meet with celebrant/minister
- ☐ Prepare eulogy or tribute
- ☐ Select cemetery plot

Notes

Harbour City
FUNERAL HOME

www.hcfh.co.nz

Wellington

56 Onepu Road, Kilbirnie

Phone: 387 8301

Lower Hutt

665 High Street, Lower Hutt
PO Box 44-176, Lower Hutt

Phone: 570 0111

Upper Hutt

674 Fergusson Drive, Upper Hutt
PO Box 44-176, Lower Hutt

Phone: 528 8924

Kāpiti

300 Kāpiti Road, Paraparaumu
PO Box 723, Paraparaumu

Phone: 298 4888