



TIMARU BOYS' HIGH SCHOOL

THOMAS HOUSE HIRING

THOMAS HOUSE, the boarding hostel of Timaru Boys' High School, is purpose-built hostel accommodation located in central Timaru. It is available for hire during the school holidays to parties of 30 or more, up to a maximum of 125.

ACCOMMODATION

Administration Block: houses the Director and Residential Manager's offices, Staff Lounge, Laundry, Sick Bay, Kitchen and Dining Room.

Fraser Wing: main accommodation and ablution block.

Upper Wing - houses boarders in a mix of single and bunk beds with rooms of 2-4 beds.

Lower Wing – Single beds in room sleeping 2-4. Contains a small common room with TV, Microwave. Shared Ablution.

Jubilee: single rooms but in an open format. Sleeps 12

Com Dorm: three sets of bunks and x1 single bed - sleeps 6 - own bathroom

Three Motel Units: Twin rooms with each unit sleeping four. TV . Tea Coffee making facilities, Microwave, toaster and George Forman Grill.

Peter Lewis Wing: 18 double rooms, sleeping 36; common room with kitchenette, 2 ablution blocks, TV Common room

MEALS

All meals are prepared by the catering staff and served in the dining room. The continental meal is a self-serve meal.

GENERAL

Bedding

Hirers can supply their own bedding and towels. Pillows are supplied. Linen is available for hire at an additional cost.

Laundry

Commercial laundry facilities are available at a small charge.

Departure: 10:00 am

Wi-Fi

Available in the hostel - password is available on arrival.

Casual meals are available for visitors with reasonable notice to be given to kitchen and payment is to be made to kitchen staff after the meal.

The Director of Boarding reserves the right to revise these prices. Any necessary increase will be advised prior to confirmation of booking. If a confirmed booking is cancelled within 21 days prior to the

commencement of hiring, the hirer will be charged a penalty of 20% of the total tariff, or the actual costs incurred, whichever is the greater. Confirmation of numbers is required 14 days prior to the end of the school term. This is particularly necessary over the Christmas holiday break. Hirers must confirm numbers before the school closes in December as staff are not on site and often cannot be contacted over the holidays.

There are **NO** cooking facilities available for the use of the hirer (except in the Lewis wing), however there are toastie makers and microwaves available to use. All meals are prepared by hostel staff and served in the hostel dining room. The Continental breakfast is a self-serve meal.

A **bond of \$250** (incl GST) is required one month prior to hiring from each group hiring the hostel. One person representing each hiring group must be responsible for the total hiring including payment of the bond, signing the contract of hire, and collecting and paying the hiring fees in one lump sum. Cheques are to be made out to the **Thomas House Hostel** or payment made to: **Bank Account No: 123159 0038004 02**. The hostel premises will be inspected immediately following the hiring, and in the event of damage or misuse of the hostel, the damage bond will be forfeited and the full costs will be sought.

Hirers can supply their own bedding, sleeping bags, and towels. *The hostel can arrange hire of linen for you at cost if required. Pillows are supplied. Commercial laundry facilities are available to the hirer at a small charge. A laundress can be supplied under separate negotiation at an additional cost. Common rooms and TV are available. Persons wishing to hire additional facilities such as the gymnasium, hall or classrooms must negotiate these with the Director.

*Items available for hire – Sheets, pillows, pillowcases and duvets.

HOSTEL HIRING RULES

1. Smoking or associated smoking/vaping paraphernalia is prohibited on both school and hostel grounds
2. Alcohol is prohibited without negotiated permission
3. There is to be no excessive noise
4. Adult supervision must be guaranteed at all times

NB: bookings during Statutory Holidays may incur additional costs

HIRE RATES per person (All rates are exclusive of GST)	
Bed & Accommodation/night	\$34.00
Breakfast	\$9.00
Lunch	\$14.00
Dinner + Dessert	\$20.00
Linen	\$10.00
OR DAILY PACKAGE DEAL:	\$75.00

Contacts for further information	
Sam Nelson: Director of Boarding	Mob: 027 712 8598 Email: nelsonsa@timaruboysschool.nz
Timaru Boys' High School Ph: 03 687 6560	Private Bag 903 211 North Street West End Timaru 7910



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THOMAS HOUSE HIRING CONTRACT

NAME OF HIRING ORGANISATION: _____

DETAILS OF HIRING CONTACT PERSON:

Name: _____ Address: _____

Mobile: _____

Phone: _____

Email: _____

Date of Arrival: _____ Time of Arrival: _____

Date of Departure: _____ Time of Departure: _____

I, _____ on behalf of _____ (name of organisation) agree

that my organisation will:

1. Pay the bond of \$250 and accept that this may be forfeited in the event of any damage or misuse of the hostel.
2. Acknowledge that any costs incurred through damage to property may be on-charged to the hirer over and above the amount of the bond paid.
3. Abide by the conditions and rules as laid down in the Terms for Hiring of the Hostel.
4. Pay the full cost of hiring the Hostel to Thomas House within two weeks of receipt of the account.

Name: _____ **Position Held:** _____

Signature: _____

Any further comments: _____

	<i>Fri</i>	<i>Sat</i>	<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thur</i>	<i>Fri</i>	<i>Sat</i>	<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thur</i>
<i>Bed</i>														
<i>Breakfast</i>														
<i>Hot Lunch</i>														
<i>Cut Lunch</i>														
<i>Evening meal</i>														
<i>Linen</i>														

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Mob: 027 712 8598

