

THOMAS HOUSE HOSTEL HOSTEL HIRING INFORMATION



Private Bag 903
211 North Street
Timaru 7940
www.timaruboyss.school.nz

Tel: 03 687 7169
Fax: 03 688 9295
Mob: 027 222 5458
E-mail: smithro@timaruboyss.school.nz

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 120.

Accommodation

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

Fraser Wing which is the main accommodation and ablution block and houses boarders in eight and twin bunk rooms upstairs and twin and four bed bunkrooms downstairs. Sleeps eighty

Manning Wing

Lounge, small kitchen, 5 bedrooms. Sleeps 6-8

Jubilee

Is single rooms but in an open format. Sleeps 12

Com Dorm

Three sets of bunks- sleeps 6- own bathroom

Three Motel Units

Twin rooms with each unit sleeping four. Sky TV and DVD players. Tea Coffee making facilities, Microwave, toaster and George Forman Grill.

Peter Lewis Wing

36 double rooms, common room with kitchenette, ablution blocks

Two Common Rooms

Large screen T.V with Sky

Weights Room

Meeting Room

Meals

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

Bedding

Hirers are required to supply their own bedding or sleeping bags, pillow cases and towels. Pillows are supplied.

Laundry

Commercial laundry facilities are available at a small charge.

Departure: 10:00 am

Wi-Fi

Available in the house- 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 motel units, which have micro-waves and tea and coffee making facilities. 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 are required to supply their own bedding or sleeping bags, and towels. The hostel can arrange hire of these for you at cost. 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.

RULES FOR HIRING THE HOSTEL:

1. No smoking in hostel buildings
2. No alcohol permitted without negotiated permission
3. No excessive noise
4. Adult supervision must be guaranteed at all times

<i>HIRE RATES (all rates are exclusive of GST)</i>			
Accommodation Charges		Packaged Meal	
Bed & Accommodation/night	\$26.00	1. Dinner, Bed & Continental Breakfast	\$48.00
Breakfast	\$9.00	2. Dinner, Bed & Continental Breakfast, Packed Lunch (some hot options available with the continental breakfast e.g. baked beans)	\$59.00
Lunch	\$13.00		
Dinner	\$16.00	Optional:	
		Laundry large load	\$7.00
	TOTAL:	\$64.00	
	OR:		
	Package Deal 1	\$48.00	
	Package Deal 2:	\$59.00	

Contacts for further information:

Ross Smith: Director of Boarding	Ph: 03 687 7169 / 027 222 5458 Email: smithro@timaruboysschool.nz
Paula Cross: Residential Manager	Ph: 03 687 7560 Email: crosspa@timaruboysschool.nz
Justin Holman: Catering Manager	Ph: 03 687 7169/ Fax 03 688 9295 Email: catering@timaruboysschool.nz
Postal Address: Private Bag 903 TIMARU 7940	Physical Address: Oxford St TIMARU 7910
Carolyn Bunting: Administration	Ph: 03 687 7560/ Fax: 03 688 8219 Email: buntingca@timaruboysschool.nz

THOMAS HOUSE HOSTEL HOSTEL HIRING CONTRACT



Name of Hiring Organisation:	
Details of Hiring Contact Person:	
Name:	Phone:
Address:	Mobile:
	Fax:
	Email:
<p>I,</p> <p>on behalf of (name of organisation).....</p> <p>agree that my organisation will:</p> <ol style="list-style-type: none"> 1. Pay the bond of \$250 and accept that part of this entire bond will be forfeited in the event of any damage or misuse of the hostel. 2. Abide by the conditions and rules as laid down in the <i>Terms for Hiring of the Hostel</i>. 3. Pay the full cost of hiring the Hostel to Thomas House within two weeks of receipt of the account. 	
Signed:	Date:
Arrival Time:	Departure Time:
Maximum number in Party:	
Other 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>														