



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 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: 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: 18 double rooms, sleeping 36; common room with kitchenette, ablution blocks

Two Common Rooms: Large screen TV

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

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 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.

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 (All rates are exclusive of GST)	
Bed & Accommodation/night	\$34.00
Breakfast	\$9.00
Lunch	\$14.00
Dinner + Dessert	\$20.00
Linen	\$5.00
OR DAILY PACKAGE DEAL:	\$75.00

Contacts for further information	
Richard Fogarty: Director of Boarding	Ph: 03 687 7169 Mob: 020 417 61940 Email: fogartyri@timaruboysschool.nz
Timaru Boys' High School Ph: 03 687 6560	Private Bag 903 211 North Street West End Timaru 7910



TIMARU BOYS' HIGH SCHOOL

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>														

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