



COLDSTREAM HOUSE



Southland Boys' High School

11 Lees Street, Invercargill, NZ * Telephone (03) 218 6013 * Fax (03) 218 6322

Email – sue.mills@sbhs.school.nz

APPLICATION FOR HIRING ACCOMMODATION

1) Name of Organisation

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2) Name of Liaison or Contact Person and address

.....

.....

.....

3) Contact Phone Numbers

Email: _____

Phone: _____

4) Proposed Hiring Dates

Arrival : (Day) _____ (Month) _____ (Year) _____

Departure : (Day) _____ (Month) _____ (Year) _____

5) Times : Arrival _____ Departure _____

6) Numbers Attending

Child (M) : Child (F) : Total :

Adult Male : Female : Total:

Group Total :

HIRERS INFORMATION

The Board of Trustees reserves the right to ask for a non refundable deposit of \$150.00 to be forwarded to the Coldstream Hostel Office prior to the planned booking. If the deposit is not received 14 days before arrival date, the booking will be cancelled.

Hire charges are correct at the time of printing. The Hostel reserves the right to pass on to hirers any increase to food costs.

As provisions need to be ordered for hirers' meal requirements, we require a definite confirmation of numbers and meals no less than 14 days prior to arrival date. If cancellation of booking occurs less than 14 days prior to arrival date, a charge reflecting the purchase of provisions will be charged.

Group numbers must be confirmed on the official application form, 14 days before the commencement date of your group's visit.

It is possible that other groups are occupying the Hostel at the same time, therefore it is necessary to arrange with the Manager upon arrival your approximate meal times, so that a roster can be introduced.

Invoices will be posted immediately showing hire period and are due for payment within 7 days.

The person responsible for the group, must stay at the hostel.

PLEASE NOTE:

An administration fee of \$25.00 per group will be charged to cover tolls, faxes etc.

The Hostel is inspected for damage prior to and after your stay. Any damage incurred by your group will be charged to your account on departure.

Costs for Hiring Coldstream House:

Laundry/Cleaning Fee \$25.00 per night.

Accommodation: \$25.00 per person per night.

Please Note: 15% surcharge if meals required on statutory holidays.

FACILITIES

A) This venue is centrally heated throughout and can accommodate up to 110 boarders.

There are 12 dormitories that can sleep 9-10 people.

There are also 8 single rooms.

B) All beds have a mattress, hirers are to bring pillow/sleeping bags.

C) The recreation room has 2 TVs including Sky and DVD player.

D) The dining room is fully equipped – microwave, fridge, hot water, cool filtered water.

E) Meals : Breakfast is continental (\$10.20 per person) -

- **Toast**
- **Spreads**
- **Cereal**
- **Tinned Fruit**
- **Porridge (in the winter)**
- **Tea or coffee**

Premium Continental (\$13.20 per person) – as per continental plus –

- **Toasted muesli**
- **Muffins**
- **Orange juice**

Continental plus Cooked Breakfast (\$16.20 per person) -

- **Bacon**
- **Sausage**
- **Hash Brown**
- **Eggs**
- **Tinned tomatoes**

Lunch in Dining Room (\$13.20 per person) -

- **Main Dish**
- **Salad Bar**
- **Bread Rolls**
- **Fresh Fruit**
- **Tea and Coffee**
- **Cordial**

Lunch, Packed (\$12.00 per person) -

- Large Filled Roll
- Baked item
- Fruit
- Yoghurt
- Bottled Water or 300 ml Bottled Cordial

Dinner – 2 Course (\$19.80 per person) -

- Mains
- Potato
- Vegetables
- Salad Bar
- Dessert
- Tea and Coffee

Dinner – 3 Course, as above, with the addition of a soup (\$21.60 per person)

Morning and Afternoon Teas and Suppers (\$4.80 per person)

- Baking or savoury item
- Tea and Coffee

Birthday or Celebration Cakes, 23 cm round, decorated (\$19.20)

Please phone Hostel to discuss any special catering needs you may have.

RULES & CONDITIONS OF HIRING COLDSTREAM HOUSE

Staff

There is always a staff member on duty or call during your stay.

Our Catering staff are contracted to be on duty when required to prepare and serve meals only.

Damages/Breakages

Hirers are responsible for the cost of repair or replacement of damage to Coldstream House equipment, fittings, buildings and chattels.

Emergency Evacuation

It is the responsibility of the organisers of visiting groups to locate / identify and explain to their members the EMERGENCY EXITS throughout the building, particularly in the dormitory areas.

In the unlikely event of an emergency the alarm will sound CONTINUOUSLY! Everyone must evacuate the building immediately via their nearest EXIT and make their way to the open area, Muster Point, NORTH WEST of the Manager's residence.

It is suggested that a DORM MONITOR be appointed to ensure that all personnel have cleared the dorms.

If using a hostel phone, dial 111 and report the emergency to the service required.

It is each group's organiser's responsibility to arrange their roll calls to ensure that everyone is accounted for.

Security

For your own security, use one exit and entrance door during your stay, beside Office. Appoint a security check person who can check the buildings doors and windows before retiring for the evening.

Alcohol

The consumption of alcohol is only permitted with the prior approval of the Manager at the time of booking confirmation.

Alcohol is not to be taken into or consumed in any of the dormitory areas.

Smoking

Coldstream House is a smoke-free environment, therefore smoking is not permitted in the building.

Cleaning

Cleaning of kitchen/dining and ablution areas will be maintained during your stay.

Laundry

We have 2 commercial washing machines and 1 domestic washing machine available, a large drying room and one commercial dryer.

Liability

The Southland Boys High School Board of Trustees cannot accept any liability for loss or damage to goods or equipment by hirers on or in Coldstream property during or after your stay.

The Board also accepts no responsibility for injury to any hirer or guests whilst on or in Coldstream property.

All hirers or guests are advised to arrange their own insurance for cover in the event of loss, damage or personal accidents.