



## SCHOOL HOUSE HIRING

Otago Boys' High School Hostel is located at 25 Melrose Street, Central Dunedin. It is available for hire during the school holidays to parties of 30 or more, up to a maximum of 145.

### ACCOMMODATION

**Administration Block:** Houses the manager's and administration offices, laundry, kitchen, and dining room. The sickbay is next door but is a separate building.

**Hawthorne Dorm:** Sleeps 40 (20 upstairs and 20 downstairs). Dorm style accommodation and ablution block. Upstairs consists of nine twin bed cubicles, with two private single beds. Downstairs consists of nine twin bed cubicles with two private single beds. Has a lounge with Sky TV.

**Thomson Dorm:** Sleeps 45 (20 upstairs and 25 downstairs). Dorm style accommodation and ablution block. Upstairs consists of nine twin bed cubicles, with two private single beds. Downstairs consists of nine twin bed cubicles, with two private single beds. It also has a room with 3 single beds and a private room with two single beds and ensuite.

**Campbell Dorm:** Sleeps 36 (14 upstairs and 22 downstairs). Dorm style accommodation and ablution block. Upstairs consists of four rooms, three single beds in each and a separate room with two beds. Downstairs there are four rooms, three single beds in each and a separate room with two beds. There is also a wing that has two rooms with three single beds in each and a room with two single beds. Has a lounge with Sky TV and a study room that can be used for meetings.

**Nicholson Dorm:** Sleeps 23. Fifteen single rooms, one with an ensuite. There is a connecting room known as the green room, with four bunks that can sleep 8. There is a large common room with Sky TV and kitchenette facilities.

**One Common Room:** Large screen TV and games area.

**McCaw Room:** This is a large space available for indoor activities when not in use.

### GENERAL

#### Meals

All meals are prepared by the catering staff and served in the dining room. Casual meals are available for visitors with reasonable notice to be given to kitchen.

- Those who have special dietary requirements may have a higher cost incurred per meal.
- Evening meals will be served between the hours of 5pm – 7pm (However if you require evening meals outside these times then we can discuss each rentals situation individually to find a solution and this may incur an extra cost.

There are **NO** cooking facilities available for use except in the dining room, which has microwaves and tea and coffee making facilities. The Continental breakfast is a self-serve meal, although hot options are also provided.

## Bedding

All bedding is supplied, including blanket, pillow, and sheets. You are welcome bring extra bedding if you wish.

## Laundry

Commercial laundry facilities maybe available. Please ask for further details.

**Arrival Time:** From 2pm onwards although we can store gear if you arrive earlier.

**Departure Time:** 10:00 am

## Wi-Fi

Available in the hostel - password is available on arrival.

## COSTS & PAYMENT

HIRE RATES (All rates are including GST)	
Bed and Accommodation/night	\$40.00 per night
Breakfast	\$17.00 per meal \$22.00 (hot breakfast)
Lunch on site	\$22.00 per meal
Dinner + Desert	\$30.00 per meal
Linen Charge	\$10.00 per person

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 hire, 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 booking. This is particularly necessary over the Christmas holiday break. Numbers must be confirmed before the school closes in December, as staff are not on site and often cannot be contacted over the holidays.

A bond of \$250 (incl GST) is required eight weeks prior to hire. One person representing the group must be responsible for the total hire, including payment of bond, signing of contract and paying the accommodation costs.

There is a 15% deposit required to confirm the booking. This is payable eight weeks prior to the hire. You will be invoiced for both the deposit required and full amount owing. Full payment must be received 4 weeks prior to hire.

**Payment is to be made to: Otago Boys' High School Hostel**

**Bank Account No: 06 0901 0391707 00.**

The hostel premises will be inspected immediately following the hire, and in the event of damage or misuse of the hostel, the bond will be forfeited, and the full costs will be sought.

## HOSTEL RULES

1. Smoking or associated smoking/vaping paraphernalia is prohibited on 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 charges.**

## CONTACTS

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