



NELSON COLLEGE FOR GIRLS

Te Kura Tamawāhine o Whakatū

CLARICE JOHNSTONE HOUSE

CLARICE JOHNSTONE HOUSE HOSTEL Application for Hire



Contact: Boarding Administrator (cj.house@ncg.school.nz)

Physical Address: Clarice Johnstone House, 18 Examiner Street, Nelson 7010

Postal Address: Clarice Johnstone House, Nelson College for Girls, PO Box 842, NELSON 7040

Monday to Friday 9.00am – 2.30pm

CJ House Cell: 027 453 1122 | Phone: (03) 548 1332 | Email: cj.house@ncg.school.nz



HIRE CHARGES (incl GST)

For your whole group choose:

Basic Bed (per person per night) \$42.00

(Beds provided with bottom sheet, pillow, & pillow slip - please supply own sleeping bag and towel)

OR

Premium Bed (per person per night) \$50.00

(Beds are made up with sheets, pillow, pillow slip and duvet and towels are supplied)

Continental Breakfast	\$14.00
Cooked Breakfast	\$20.00
Packed Lunch	\$12.00
Dining Room Lunch	\$18.00
Dinner – Two Courses	\$25.00
Morning and Afternoon Tea (cake, slice/biscuit)	\$ 7.00

Tea, coffee, chocolate, milk and sugar are available at meal times and in the evening and are included in the above rate. Special dietary requirements are available by arrangement - please see the information on Meals overleaf. Ample laundry facilities are available free of charge but please provide your own soap powder / liquid.



MINIMUM NUMBERS

A minimum group size of 25 is required before a booking is accepted and is the minimum that will be charged. Please enquire if your group is smaller as this may be accommodated with a current booking.

BOOKING FEE

A non-refundable Booking Fee of \$500 is payable to secure accommodation. The Booking Fee will be offset against the final account of hire.

PUBLIC AND STATUTORY HOLIDAYS

An additional 10% will be charged for goods and services supplied on public and statutory holidays.



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INFORMATION

AVAILABILITY

Clarice Johnstone House is available for hire during the April, July and September/October school holidays. The House and Levels may also be available for the school summer holidays by negotiation.

LOCATION

Clarice Johnstone House is a five minute walk from the Central Business District of Nelson. It is close to all facilities including the Cathedral, School of Music and Nelson & Marlborough Institute of Technology. The airport is approximately 10 minutes' drive.

ACCOMMODATION

We are proud to provide facilities cleaned to a high standard of hygiene. The accommodation is dormitory style with two beds to a cubicle with a curtain for privacy and shared bathrooms. One or two single rooms are included in each dormitory and are provided as part of the dormitory occupation. People are allocated a dormitory by the Domestic Supervisor so that the group are kept together.

The Levels is single room accommodation over 4 levels and allocated by floor for a total of 32 guests. Tea and coffee making facilities are provided and all meals are served in the Clarice Johnstone House Dining Room.

The total number of people who can be accommodated overall is 150.

FACILITIES

- common room with sky TV and video
- large dining hall which can seat 160 for a buffet
- well-equipped laundry with driers for all washing requirements
- study areas
- College facilities may be available for hire by advanced booking – please contact the College on 03 548 3104 or email: admin@ncg.school.nz.

WI-FI

Available upon request.

MEALS

All meals are cooked on site and served in the Dining Room. Catering is to a high standard and special dietary requirements can be catered for, such as a carbohydrate boost between meals. These may incur an increased cost but please discuss these requirements with the Domestic Supervisor. Unfortunately we cannot allow groups access to the kitchen for self-catering purposes. At the time of paying the booking fee, numbers must be advised for each meal that is being catered for. Should numbers subsequently decrease, the meals may be charged for. Numbers may be increased at the discretion of the Domestic Supervisor with one week's notice. Cancellation of meals requires two full working days' notice.

Meals are served at an agreed time. Lunches are catered and served in the Dining Room. If a packed lunch has been booked, guests make their own at breakfast time from the ingredients provided. Please ensure that you select for your group the type of lunch required when making the booking.





CLARICE JOHNSTONE HOUSE HOSTEL

CONDITIONS OF HIRE

These conditions apply to the use of residential buildings and other facilities at Nelson College for Girls. The College is controlled by the Board of Trustees of Nelson College for Girls, referred to in these conditions as “the Board”.

- 1 The Board reserves the right to refuse any application for hire by an individual or organisation without assigning a reason.
- 2 The Board of Trustees reserves the right to increase prices.
- 3 The Hirer shall not have any right or claim against the Board for any interference or cancellation of any booking which is caused by civil disturbance, industrial action Act of God or any circumstances beyond the control of the Board.
- 4 The Hirer shall be responsible for complying with all Government and Local Body requirements insofar as they concern the use of the buildings or other facilities for public use.
- 5 Neither the Board, its officers or servants shall be liable for any thefts, damages or losses incurred by the Hirer, his, her or their agents, staff, visitors or licensees during occupancy, nor for any equipment or goods left in or about the College after the termination of the hire.
- 6 All arrangements regarding technical aspects of the Hirer’s occupancy must be made with the staff at Clarice Johnstone House. No person shall at any time connect or disconnect any electrical or other fittings or equipment. Walls shall not be written on, pierced by nails or other contrivances, nor shall the premises be decorated or placarded nor may seats be altered or removed without the prior approval of the Clarice Johnstone House Manager or their representative. Gangways and passageways shall be kept free of obstructions at all times.
- 7 The Hirer will be responsible for the cost of repair of any damage caused to the buildings, furnishings or equipment and for the removal of unwanted items left behind after occupancy. This includes any special cleaning required for carpet, furniture or fittings resulting from spillage or similar. Any damage must be immediately reported and a Damage Report form completed with a member of staff at Clarice Johnstone House.
- 8 A charge will be levied for any unjustified use of the fire alarm which may amount to \$1,200.
- 9 The Hirer shall not order or charge any material or services in the name of the Board.
- 10 No animals are allowed.
- 11 There is limited parking around the Hostel, and the boarding house buildings. Parking is not permitted in the designated reserved or no parking areas.
- 12 Please note, the College has an alcohol-free policy.
- 13 The College has a smoke free policy. However smoking is only permitted in the grounds of the Hostel and not in the buildings.
- 14 Residents are responsible for their own security. Wardrobes are available and can be locked with a padlock. Please provide your own padlock.
- 15 Guests must vacate rooms by 10.00 am on the day of departure. Where keys have been issued but not returned, a charge of \$25 per lost key will be imposed.
- 16 All visitors must be off the premises by 10.00 pm. The Board or their representatives reserve the right to terminate the hire of any group if undue disturbance is caused by noise or behaviour. The Hostel has some very close neighbours and in-house staff. Guests are requested to be considerate.
17. Payment of all charges is due as follows:

BOOKING FEE: a non-refundable Booking Fee of \$500 is payable to reserve accommodation. A cheque for this amount should be returned with the Booking Form, or payment paid online and referenced on the Booking Form. The Booking Fee will be offset against the final account of hire. A receipt and statement will be forwarded showing further monies due and the date they should be received by Clarice Johnstone House.

FINAL PAYMENT: The number of people and meals confirmed when the booking is made will be the number of people and meals charged for on the statement for final payment. Final Payment will be invoiced upon completion of the booking and must be paid by the 20th of the following month. Penalty fees of 5% will be incurred after due date.

18. CANCELLATION POLICY

In the event a booking is cancelled, the following conditions shall apply:

- a) With less than seven (7) days’ notice: an additional 10% of hire charge

These are charges in addition to the booking fee already paid.



CLARICE JOHNSTONE HOUSE HOSTEL

HIRE APPLICATION

Name of Group: _____

Name of Organiser: _____

Organiser's Address: _____

Phone: Home: _____ Work: _____ Email: _____

Please state whether Continental Breakfast is required or Fully Cooked

Date	Day	Breakfast	Morning Tea	Lunch (Dining Room)	Packed Lunch	Afternoon Tea	Dinner
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						

Date of Arrival: _____ Time of Arrival: _____

Date of Departure: _____ Time of Departure: _____

Meals: (please indicate numbers per meal per day)

No of special diets: _____ Type of Special Diet: _____

Please discuss your requirements and meal times with the Domestic Supervisor.



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Accommodation Required for Whole Group (please tick one):

Basic Bed: _____ OR Premium Bed: _____

Adults: _____ No of Females: _____ No of Males: _____ Total Adults: _____

Children: _____ No of Girls: _____ No of Boys: _____ Total Children: _____

Additional Requests: _____

**Having read the attached Conditions of Hire, I agree to the Conditions contained in them.
The non-refundable Booking Fee of \$500 is enclosed / has been paid online.**

Electronic banking details:
Bank: ASB Bank, Nelson College for Girls
Account: Nelson College for Girls
Account Number: 12 3193 0024036 00

Signed: (Organiser) _____ Date: _____

Please return to:
Clarice Johnstone House,
Nelson College for Girls,
PO Box 842,
Nelson, 7040.

Phone 03 548 1332. Monday to Friday 9.00 am – 2.30pm