

Information

Ashburton Holiday Park & Lodge Managers

24 Month Contract for Services

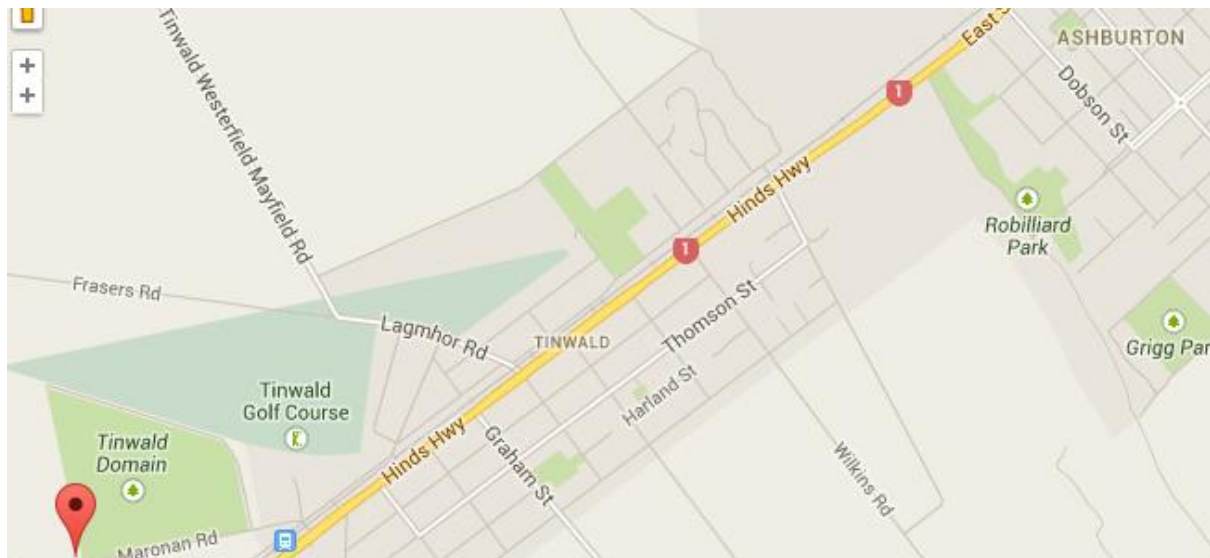
Details

The location is the Tinwald Domain, 86 Maronan Road, Tinwald, Ashburton.

The Principal of the Contract is Ashburton District Council, with the Tinwald Reserve Board Sub-Committee being the daily contact.

Setting

Just south of Ashburton is the hidden treasure that is the Tinwald Domain. Although part of the Ashburton township, Tinwald is physically separated from it by the Ashburton River. It is a five minute drive from Lake Hood, 30 minutes from Mt Hutt and adjacent to the 18 hole Tinwald Golf Course and Plains Historical Village and Railway.



The Tinwald Domain contains areas of green open space, with a children's playground and a picturesque man-made lake which has become a focal point for many picnickers. The domain also boasts a 25 metre heated swimming pool which is open during the summer months.

Areas within **Blue lines** are the responsibility of the Contractor with areas outside of the **Blue Lines** are the responsibility of the Council's Open Spaces team.



1. Ashburton Holiday Park & Lodge

The Ashburton Holiday Park & Lodge are set within the Tinwald Domain and offer reasonably priced accommodation with generous sites in spacious and peaceful surroundings.

Facilities included at the Ashburton Holiday Park are:

- 20 backpacker beds
- 3 family cabins (max occ 6)
- 25 non-powered sites
- 50 powered sites
- Pets are welcome by arrangement
- A dump station
- Wheelchair access
- 3 laundry facilities
- 4 bathroom facilities
- Eftpos
- Wifi internet
- 2 Kitchens
- TV room



The Lodge is a near new facility that offers both self-contained studio units and also group accommodation with shared facilities. The whole building can cater up to 49 people. The Lodge offers:

- 8 self-contained studio units with ensuites
- 8 dorm bedrooms (singles, bunks, queen beds)
- Kitchen and large living area with park views
- Bathroom facilities with limited mobility access
- Laundry facility



Services required

1. Management

To provide management and labour services in respect of the overall operation of the Ashburton Holiday Park & Lodge, to ensure it is operated in an efficient and effective manner, maximising profitability.

This includes employing staff to ensure full services are provided 365 days per year. The Contractor is responsible for complying with all employment related legislation, and the administrative costs and duties associated with employing required staff.

2. Supervision

To supervise the Ashburton Holiday Park & Lodge guests to ensure acceptable standards of conduct and adherence to the Camping Ground Regulations.

Ensure all camp vehicles/equipment connected to electricity supply are covered by a current electrical warrant of fitness.



The Manager's 3 Bedroom House

3. Bookings

To be available to answer enquires and/or meet campers and collect fees, with the exact hours negotiated during the appointment process. Outside these hours the Contractor or nominee must be contactable should an emergency arise. The Contractor is required to live onsite.

4. Office Administration

The Contractor will use Seekom to manage and report occupancy and revenue. The Contractor is required to provide full expenditure details and share marketing proposals with the Principal and Tinwald Reserve Board to review prior to implementation.

The Contractor is responsible for ordering and providing materials and supplies required for the Holiday Park Office and all other aspects of this contract.

5. Cleaning Services

To provide labour to ensure all kitchens, ablution blocks and accommodation facilities are kept to a high standard of cleanliness and repair at all times. This includes cleaning these areas on more than one occasion daily during busy periods. The Contractor is responsible for providing cleaning products.

6. General & Grounds Maintenance

To keep all grassed areas within the Holiday Park at a tidy level. Remove all rubbish from camp grounds.

Undertake all general maintenance duties around the Holiday Park, and coordinate qualified tradesmen when required.

The Contractor must ensure all safety precautions are taken during the use of chemical sprays, including the wearing of protective clothing while completing general and ground maintenance duties. Ensure all work carried out by tradesmen is performed in strict adherence to best practice and in accordance with health and safety regulations.



7. Reporting

The Contractor shall attend the Tinwald Reserve Board meetings. The Contractor shall provide a written monthly report on activities at the Holiday Park, including revenue and expenditure data, occupancy and the camp register. This report shall include any matters which the Contractor considers will improve the Holiday Park, including advice on any maintenance work which the Contractor considers to be required. A reporting template will be provided.

Payment for Services

The Contractor shall receive a fixed monthly payment which will cover the associated cost of providing the above services. There is a bonus structure included to provide an incentive for the Contractor to grow the parks profit.

Financial details of the Holiday Park & Lodge operation will be provided to shortlisted applicants prior to their interview.

The appointment will be subject to the Council being satisfied, in its sole discretion, with the findings or lack thereof from within in the Ministry of Justice Criminal Convictions Reports, Credit Check and meet the requirements under the Vulnerable Children Act.