

The Found Community Spaces Terms and Conditions of Use

Many not-for-profit, community groups, commercial organisations and other churches use our spaces at The Hangar for meetings, rehearsal, music lessons, classes, presentations, and other activities. Our terms and conditions regarding the use of the spaces at The Hangar are as follows:

C3 Church Queenstown Trust t/a The Found seeks to share the spaces leased at The Hangar with the community as appropriate. The team at The Found believe that it is good stewardship of our spaces to make them available for the community, open and alive throughout the week.

Our heart is that people would know Jesus, find community and discover purpose, therefore these spaces are for the most part for Christian expressions of that heart. Hence, The Found reserves the right to ensure that whatever other use is made of these spaces are used in ways which are wholesome, appropriate and respectful of our values and beliefs. All community space requests are subject to approval, calendar availability and type of use.

Terms and Conditions of Use

Bathrooms and Shower

The bathrooms and shower are available for use at The Hangar. For health and safety reasons all persons using the shower must exit the shower room fully clothed i.e. not in a towel or shirtless. Please ensure the floor is dry and left in a tidy condition when you leave.

Booking includes

There are multiple spaces available for booking at The Found Community Spaces. Your booking is limited to the space that you have booked. If you need additional rooms for storage, please include those in your booking. You are welcome to use the wooden trestle tables and chairs provided.

Booking times

When making your booking, please include enough time to undertake your setup and clean up within the time booked so as to not interfere with other bookings/use.

Branding and advertising your event or programme

Please use the venue name: The Found Community Spaces at The Hangar, 182 Arthurs Point Road, Arthurs Point, Queenstown. You can also tag [@thefound.nz](https://www.instagram.com/thefound.nz) on social media if you wish.

Catering & Kitchen Facilities

The Found is able to provide a variety of catering options. Including special dietary requirements. Please indicate if you would like this in your booking request and we can prepare a quote.

The kitchen facilities are for communal use at The Hangar, please ensure that you wash, dry and put away all items used that belong to The Found or The Hangar. The Found needs to advise other occupants at The Hangar if the kitchen is going to be used. Please include this in your booking request. The Found can provide a selection of teas, nespresso coffee pods, sugar, milk and water for a small fee. If you use these facilities please ensure you wash, dry and return all items to where they belong. This includes refilling any water jugs or bottles.

Child Protection

All people working with or supervising children under the age of 16 in the The Found Community Spaces at The Hangar must have been police vetted by the organisation or persons making the booking.

Cleaning

Bookings do not include cleaning, so please make sure you leave the spaces clean and tidy. Please stack up chairs and vacuum. The Hangar provides a vacuum cleaner, it is kept in the communal kitchen for everyone to use. If tea towels and tablecloths are soiled, please place them in the washing basket in the bathroom/kitchen.

Communal Conduct

As The Found shares space with other tenants of The Hangar, all hirers need to appreciate that there are other people coming and going from other spaces within the facilities. Please be considerate of this when you are using the facility. If you have any issues, please report them to the office immediately via email: hello@thefound.nz

Damage and Insurance

We have public liability insurance and contents insurance. Hirers agree to paying any costs associated with repairs and replacements, including but not limited to insurance excess. Please inform us immediately of any serious damage 0275232351.

Fire Wardens

The person named as the main contact on site for your booking is also the nominated Fire Warden for the facilities during your hireage. This person must complete a building induction at the viewing of the facilities. All fire and emergency plans are fixed on the wall next to the fire exits. The assembly point in the event of a fire is on the grass area between the carpark and the road. Please inform us immediately if there is an emergency 0275232351.

First Aid

There is a basic first aid kit in the kitchen on top of the fridge. Please let the office know via email of any incidents.

Hire Fees & Payments

The Found reserves the right to request upfront payment, deposit or bond depending on the nature of the booking request. As a community facility, we offer both community and commercial rates. Community rates refers to not for profit, arts, cultural, sports and societal activities, where the hirer is not charging, charging a fee to cover costs or koha for use. Commercial rates refer to individuals, organisations or companies of whom are for profit, are charging a fee, ticket or registration. We entrust your booking request will reflect this. The Found reserves the right to determine the applicable rate.

Invoices are issued by C3 Church Queenstown Trust t/a The Found.

Invoices are to be paid within seven days of issue, unless otherwise agreed.

For regular bookings, invoices will be issued monthly.

Prices stated as on the booking request do not include gst.