



## LEVEL 3 REHEARSAL SPACES

### IMPORTANT NOTE: USE OF SPACE

The venue is strictly a rehearsal venue, there are to be **no** public events or showings. We have residential neighbours, and noise must be kept to a minimum at all times.

## HIRE COSTS

DAILY HIRE RATE: \$75 (incl GST)

WEEKLY HIRE RATE: \$300 (incl GST) – Studio 1

WEEKLY HIRE RATE: \$250 (incl GST) – Studio 2

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## VENUE DETAILS

### STUDIO ONE

#### ROOM DIMENSIONS (see floor plan)

Room Dimensions 24m long x 18m wide

Floor to Ceiling approx 5m to ceiling

### STUDIO TWO

#### ROOM DIMENSIONS (see floor plan)

Room Dimensions 24m long x 12m wide

Floor to Ceiling approx 5m to ceiling

### ACCESS

- Weekly hirers will be assigned keys for the duration of the hire
- Daily Hirers will be provided access by the on site Venue Manager

Access times 9am – 7pm, Monday - Saturday

Lift 1.5m wide x 2.2m high x 3m deep (diagonal approx 3.9m)

Vehicle parking spaces are available opposite building

### LIGHTING

The room is equipped with ceiling fluorescent lights and an emergency lighting system.

### POWER

There are 10amp outlets located in each area.

### TOILETS

- Male / Female and Disabled toilets, showers and changing rooms are located on the ground floor .

### **FIRE / SPRINKLER SYSTEMS**

There are A:B powder fire extinguishers and fire hoses located in the studios. These must be kept in place during each rehearsal. The building also has sprinkler systems installed.

### **INTERIOR BUILDING**

- Concrete floor with access hire to jigsaw mats and rehearsal tarket.
- Window panels with a lot of natural daylight, there is no blackout capacity.
- Sound Proofing – there is none. The building is located under a flight path and near a freeway and unlined tin roof (noisy during heavy rain).
- Please ask the Operations Manager before erecting any structures. Any structures that are affixed during rehearsal must not affect the integrity of the wall finish.
- No rigging is permitted from ceiling beams.
- No smoking or naked flames inside the building.
- All windows to be shut by the hirer after each rehearsal session.
- No attachments are to be made to any surface in any way - at the end of your hire session please leave the space the way you found it.

### **ADDITIONAL RESOURCES**

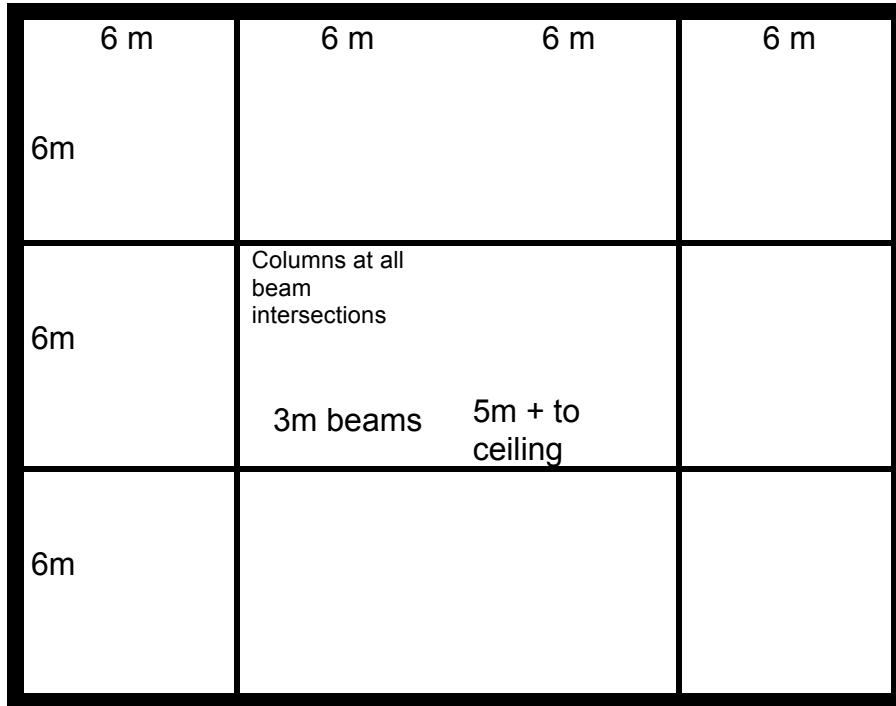
May be hired as set out below (all figures + GST).

- Jigsaw mats - \$1.00 per square metre per day - \$2.00 per week
- Rehearsal tarket - \$5.00 per 9m length per day - \$20.00 per week
- Extension leads - \$1.00 each per day - \$3.00 each per week
- Folding Tables - \$2.00 each per day - \$4.00 each per week
- Chairs - \$1.00 each per week - \$2 each per week
- Dollies and trollies may be available, depending on prior usage, free of charge but must be returned to Legs stores when finished with.

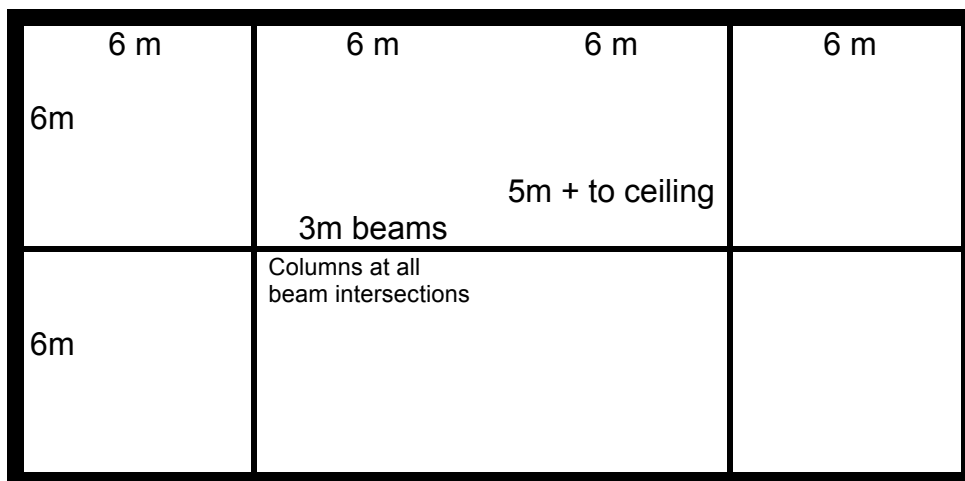
### **WASTE DISPOSAL – CLEAN UP**

Waste Management is the responsibility of the hirer. Small amounts of general daily waste can be disposed of in the Legs on the Wall bins. Large construction items / rehearsal equipment remain the responsibility of the production. If items are left on site the hirer will be charged for their disposal.

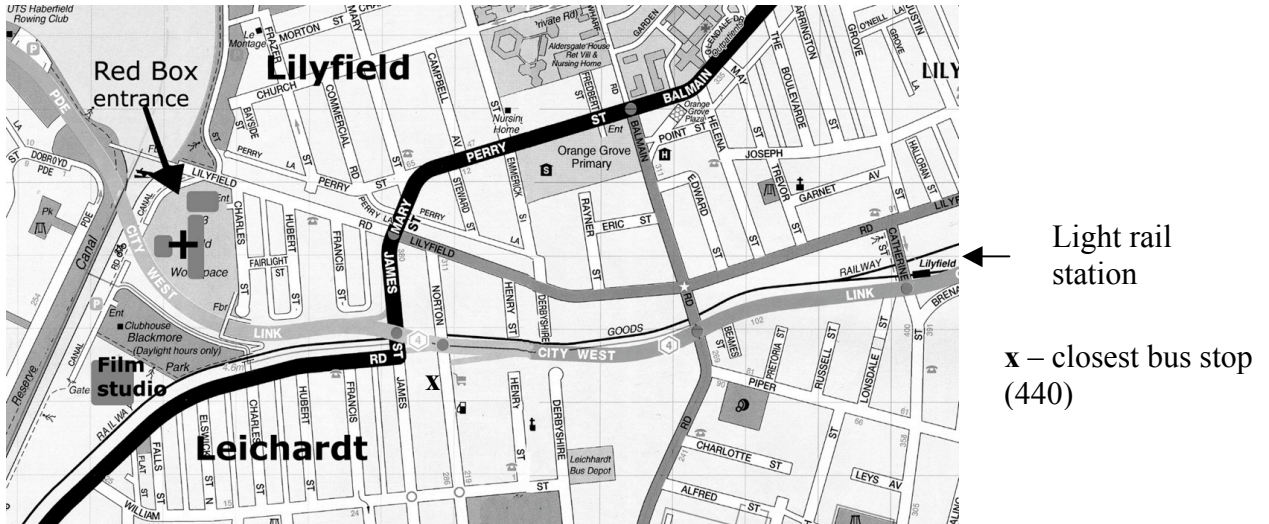
**FLOOR PLAN: STUDIO 1 (NOT TO SCALE)**



**STUDIO TWO: (NOT TO SCALE)**



## FINDING US



Note: Canal Road is cut in half by the City West Link. Enter from Lilyfield Rd.

### DRIVING

- From City/east: turn right off City West Link onto Norton St.
- From Haberfield/west: turn left off City West Link onto James St.
- Then left into Lilyfield Rd, follow to end, then veer left into Canal Rd.

### PUBLIC TRANSPORT

- Bus: 440 Rozelle from Wynyard (every 15-30 min) via George St, Parramatta Rd, Norton St. Alight at corner of Lilyfield Rd & Balmain Rd. 5-10min walk.
- Light Rail: Departs Central Station (Eddy Ave side, every 15 min). Alight at last stop, Lilyfield. 15 min walk.

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### FURTHER INFORMATION

For any other information or to arrange a site inspection contact:

Alexa Dodd  
Administration & Venue Coordinator  
02 9560 9479  
admin@legsonthewall.com.au



## VENUE BOOKING FORM

PLEASE COMPLETE THE FOLLOWING PAGE AND FAX /EMAIL to LEGS TO SECURE YOUR BOOKING.

HIRE INFORMATION			
COMPANY/INDIVIDUAL NAME			
BILLING ADDRESS			
CONTACT DETAILS (Event/Activity Manager)			
NAME			
EMAIL			
PHONE	OFFICE:	MOBILE:	
ACCOUNTS / ADMIN CONTACT DETAILS (if different to event / activity manager)			
NAME			
EMAIL			
PHONE	OFFICE:	MOBILE:	
SPACE (Studio 1 or 2)	DATE	START	END

EXPECTED # OF PERSONNEL	
DESCRIPTION OF ACTIVITIES	

### VENUE BOOKING AGREEMENT: ACCEPTANCE OF TERMS AND CONDITIONS

The undersigned acknowledges they have read, understood and accept the attached terms and conditions for hiring the venue facilities at 91 Canal Road, Lilyfield NSW 2040 and are authorised to sign this agreement on behalf of the Hirer.

Hirer Organisation .....

Print Name .....

Signed ..... Date .....



## VENUE HIRE TERMS AND CONDITIONS

All venue hirers must read / understand and agree to the following terms and conditions;

### DEFINITIONS

**“The Venue”**- is defined as the hired spaces including the Studios, external areas, meeting room and any other space operated by Legs on the Wall incorporated, the head licensee of the 91 Canal Road Lilyfield premises.

**“Legs”**- means Legs on the Wall incorporated

**“Hirer”** - the entity, the employees, agents, or contractors of the party hiring the venue facilities.

**“Hire activity”**- any activity requiring temporary access to and use of the venue facilities 91 Canal Road Lilyfield.

### BOOKINGS

**Tentative Bookings:** Tentative or “pencil bookings” will be accepted up to 3 months prior to the venue hire date. All tentative bookings will require written confirmation and deposit payment **60 days** prior to the hire date of the venue. No Tentative Bookings will be accepted less than **60 days** out from the venue hire date proposed.

**Bookings Deposit:** All venue hire will incur a Booking Deposit unless otherwise agreed with Legs. The Booking Deposit is **25% of the total base venue hire fee**. This deposit will be due within 30 days of making a tentative booking. Payment of this deposit is required to confirm the booking.

**Confirmation of Bookings:** Confirmation of Bookings must be made by the hirer in writing together with the requested booking deposit within **30 days** of making the tentative booking. With Bookings made **60 days** or less prior to the hire date the written confirmation and deposit must be made within **48 Hours**. Otherwise Legs management reserves the right to cancel the booking and allocate the venue to another client.

**Event Details:** The Completed “venue booking form” is required in order to register a booking.

### CANCELLATION/ POSTPONEMENT/CHANGE OF DATES BY THE HIRER

All cancellations, postponements and change of hire dates must be confirmed to the Legs Administration and Venue Coordinator in writing. In the event that the confirmed booking must be cancelled/ postponed in entirety, the following conditions will apply:

**Notice of 90 - 61 days:** No cancellation fee will be incurred and the booking deposit will be refunded in full.

**Notice of 60 – 30 days:** a cancellation fee equal to 25% of the total venue hire fee will be incurred, unless the space is subsequently re-hired on similarly favourable terms.

**Notice of less than 30 Days:** - a cancellation fee of 50% of the total hire fee will be incurred and the booking deposit retained. Further, in the event of any other venue services having been booked by Legs for the Hirer, the full charge for these services may be incurred.

**Notice less than 48 Hours:** A cancellation fee of 100% of the total venue hire fee will be incurred and the booking deposit retained.

### FEES & PAYMENTS

**Surcharges:** In the event the hirer requires the attendance of Legs staff for access, equipment use, security access etc. outside of normal business hours of 9am – 5pm (Mon – Fri) a surcharge fee of \$50/hr may apply. This surcharge can be applied at the discretion of Legs management and will be notified in writing to the Hirer prior to the hire date.

**Payment for Hire:** Full payment of all venue hire fees is required no later than 48 hours prior to the hire period. Any outstanding balance for additional venue services is payable at conclusion of the hire period. All payments can be made by cheque or electronic funds transfer. All approved credit arrangements require full payment within 14 days of the venue hire date.

**Overtime:** If the hirer exceeds the agreed venue hire period additional venue hire fees will be applicable on a pro rata daily basis. Also any additional staff time or Legs contracted services will be charged on a pro rata hourly basis.



**Price Variations:** Every endeavour is made to maintain prices as printed but they are subject to change without notice.

**GST:** Except where express provision is made to the contrary, and subject to this clause, any amount that may be payable under the Agreement is exclusive of any GST.

**Damage:** The Hirer is financially liable for any damage sustained to the property of the Venue or any other property in the Venue which is not owned by the Venue whether caused by the Hirer's own actions, or by its employees, agents, servants, sub-contractors, participants, performers, artists or guests. Under no circumstances is anything to be screwed, nailed, stapled or adhered to walls, ceilings, floors, doors or other surfaces which are or could reasonably be considered a part of the Venue. The Hirer is also financially liable for any damage or theft that may occur to their property brought into the Venue. The Hirer must promptly report any damage to the venue to Legs.

## **CONTRACTORS & SERVICES**

**Contractors and Sub-Contractors:** Appointed by the client or by the Venue on behalf of the client, must at all times abide by instructions given by Legs staff. All contractors, contact details, company information and public liability insurance certificate of currency must be provided to the Legs venue together with the event details 14 Days prior to the hire date. As an absolute last measure, this information must be received prior to hirer taking possession of the hired space.

**Cleaning:** If the facility is left in an unacceptable condition (including any damage) the hirer may be billed for the cost of cleaning and /or repairs. When hiring the meeting room it is the hirer's responsibility to ensure all crockery, glassware and cutlery is washed and returned to the kitchen area.

**Delivery & Storage of Goods:** In regards to the Hirer, delivery of goods will only be accepted by Legs during the times outlined in the booking form. Deliveries / Collection outside of these times may be possible by negotiation. Legs takes no responsibility for any items outside agreed times and reserves the right to dispose of items left on site.

**Special needs:** There is designated accessible parking and disabled toilet/ shower facilities at the venue.

**Amenities:** All tenants and Hirers share these facilities. Exclusive use of the amenities is not possible unless the hirer provides appropriate alternative facilities.

The Hirer agrees these facilities will be left in clean and working order at all times. The Hirer agrees any additional costs associated with cleaning of these facilities post the hire period will be met by the hirer.

## **SAFETY & SECURITY**

**Occupational Health and Safety:** The Hirer will in its use of the venue, the use of any equipment on or brought into the venue, in the use of staff employed by Legs and in the engagement and employment of its own staff, and in all other respects comply at all times with the Occupational Health and Safety Act 2000, NSW and any regulations under that Act.

**Site Induction:** Prior to event commencement the hirer must undertake a site induction. The hirer acknowledges that they will make all parties associated with the hire activity aware of these procedures and will act in accordance with those procedures, including any additional direction by Legs staff.

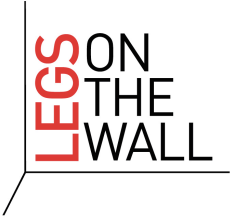
**Electrical safety:** All electrical equipment brought on site must carry a valid test and tag certificate

**First Aid:** All external hirers of the Studios and any contractors must supply adequate First Aid facilities and support for their activities.

## **LIABILITY AND INDEMNITIES**

**Liability:** To the extent permitted by law, Legs excludes all liability to the Hirer for any direct or indirect damages, losses, costs, expenses, claims (including third party claims, claims in respect of loss of revenue or profit or claims for special, punitive or consequential damages), demands, proceedings or liability suffered or incurred by the Hirer arising in any way from or as a consequence of any breach, unlawful act and/or grossly negligent act or omission of Legs, its officers, employees or agents in performing this agreement. Where liability under this agreement cannot by law be excluded, Legs' liability to the Hirer in respect of any breach of this agreement is limited to an obligation to allow the Hirer to re-book the venue for the same period at a later date or, if preferred by the Hirer, to a refund of the venue hire fees.

**Indemnity:** It is a recommendation that studio hirers (hereafter referred to as the Hirer) using the Studios and surrounding areas on the property of 91 Canal Road Lilyfield NSW 2040 (hereafter referred to as the Venue) carry adequate insurance. Legs On the Wall's (hereafter referred to as Legs) insurance **does not cover** the activities of hirers of the Venue. A



“certificate of currency” of this insurance can be supplied with this booking application. This should be obtained from your insurer. The Hire activity should be clearly covered in the business description of the hirer.

The Hirer indemnifies Legs, its employees, servants, officers and agents (*“Indemnified Persons”*) against all loss, damage, consequential loss and damage, claims (including third party claims), demands, proceedings and actions which an Indemnified Person may suffer or incur, in respect of or arising directly or indirectly out of:

1. Any act, default or omission on the part of the Hirer, its employees, servants, sub-contractors, agents, performers, participants and artists; and
2. Any act, default or omission on the part of Legs, its employees, servants, sub-contractors when acting under the direction or control of the Hirer; and
3. Any accident, damage or injury to the venue (other than fair wear and tear); any loss of property from the venue; and any accident, damage or injury to any person or to the property of any person suffered in or about the venue, where such accident, damage or injury or loss arose from or in connection with the use of the venue by the Hirer or its employees, servants, sub-contractors, agents, performers, participants or artists

Under no circumstances is Legs liable for any consequential loss suffered by the Hirer, however caused.

**NOISE:**

Excessive and irresponsible noise levels will not be tolerated. Hirer will be evicted without refund upon receipt of any noise complaints.

**INSURANCE**

**Equipment:** The Hirer is responsible for any insurances required for their and all its participants, sub-contractors, contractors, agents and licensees equipment, goods and merchandise brought on to the Venue.

**Workers Compensation:** The Hirer warrants that all staff employed by the Hirer, and all its participants, sub-contractors, contractors, agents and licensees will at all times be covered by applicable Workers’ Compensation Insurance or Personal Accident insurance for volunteers.

**MISCELLANEOUS**

**Assignment:** The Hirer may not assign its rights under this agreement to any other person.

**Governing Laws:** These conditions shall be construed in accordance with the laws of the State of NSW and any dispute or court proceedings must be heard in the State of New South Wales.