



Venue Hire – 21 Shepherd

Thank you for your interest in performing at The Living Room Theatre. We are committed to supporting independent artists and are pleased to share details about hiring our space for performance, rehearsal, and events.

By hiring 21 Shepherd, you directly support a not-for-profit artistic home dedicated to bold, immersive work that amplifies women's voices and explores memory, resilience and justice.

Location

21 Shepherd Street, Marrickville NSW 2204

Venue Overview – 21 Shepherd

Located in Sydney's inner west, 21 Shepherd is a 300m² flexible creative hub designed for performance, research, rehearsal, and community gathering. The venue supports dance, music, theatre, and interdisciplinary practice, as well as workshops, talks, and public events.

Facilities

- 300m² open floor space
- Sprung dance floor with Everydance vinyl
- Small PA system (2 speakers)
- Standard lighting state
- Kawai GX-3 Grand Piano ("Olive")
- Kitchen and bathroom facilities
- Chairs, tables, and stools
- Bar
- Two roller-door entry points
- Artists' greenroom

Values & Pricing Structure

Our primary commitment is to independent artists and the provision of affordable space for creative development and presentation.

- Discounted and subsidised rates apply to **artistic use only**.
- **Private functions** (e.g. birthdays or celebrations) are charged at full commercial rates to support the sustainability of our not-for-profit operations.

Performance Hire Information

To assist with your booking, please advise:

- Whether you require use of the grand piano
- Expected audience numbers

Evening Performance Hire

- Bump-in from **5:00pm**
- Venue must be vacated by **10:00pm**

Hire Fees (upon application)

Hire Includes

- Air conditioning
- Use of kitchen
- Access to Artists' Greenroom
- Use of Kawai GX-3 grand piano (subject to Piano Care Agreement)
- Standard lighting state
- Bar access (managed by LRT)

Event Marketing Support (+ \$50)

- LRT Website listing
- EDM inclusion
- Social media promotion
- What's On listings (Inner West Council & City of Sydney)
- A1 poster displayed outside the venue

Ticketing

Artists may choose to:

- Manage their own ticketing, or

- Have LRT manage ticketing (+\$50 per event)

Artists retain **100% of box office income**, minus ticketing platform fees.

House Rules

- LRT holds an **On-Premises Liquor Licence**. Alcohol may only be consumed if purchased through LRT.
 - Only suitable footwear is permitted on the Tarkett floor. No items that may damage the surface.
 - The venue must be left clean and returned to its original condition.
 - An LRT staff member must be onsite at all times during hire.
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Standard Terms & Conditions

Payment

- Full payment is required prior to commencement of hire.
- Payment by direct transfer is available for bookings made at least seven (7) days in advance, following receipt of an invoice.
- A 50% deposit may be required at the discretion of LRT management.

Cancellation

- Seven (7) days' notice is required to cancel a confirmed booking.
- Less than seven (7) days' notice: 50% of total hire fee charged.
- Less than twenty-four (24) hours' notice: 100% of total hire fee charged.
- All cancellations incur a 15% administration fee.

LRT Obligations

- Maintain public liability insurance for the venue.
- Provide access to the venue during the agreed hire period.

Hirer Obligations

The Hirer agrees to:

- Obtain and maintain all required insurances, including public liability and workers compensation where applicable.
- Adhere strictly to booking times. Council approval requires compliance with operating hours of **9:00am–10:00pm**.
- Ensure the named individual or organisation is actively involved in the approved activity.
- Not sub-let the space or use it for purposes other than those agreed.
- Treat the venue, equipment, and heritage features with care.
- Notify LRT immediately of any damage.
- Respect neighbours and maintain legal noise limits (maximum 5dB audible outside the premises).
- Observe a strict **no smoking** policy on the premises.
- Remove all rubbish and return the venue to its original condition. Cleaning fees apply if additional cleaning is required.
- Secure the venue at the end of hire, including switching off air conditioning, closing windows, and locking doors.
- Not affix materials to walls, floors, or fittings without written approval.
- Not interfere with electrical, lighting, or sound systems.
- Comply immediately with instructions in response to complaints from neighbours or authorities.

Failure to comply may result in immediate termination of hire without refund and may incur additional costs or penalties.

Termination

LRT reserves the right to terminate hire if these conditions are breached.

Access & Induction

First-time hirers will receive an induction covering access, security, and venue operations.

Piano Care Agreement – Kawai GX-3 Grand Piano

The Kawai GX-3 grand piano is a professionally maintained instrument and must be treated with care.

Access & Use

- Use is subject to prior approval by LRT.
- The piano must not be moved.

- Only experienced pianists may play the instrument.
- The lid may only be opened with LRT consent or supervision.

Care & Handling

- No food or drink near the piano.
- No objects may be placed on the piano.
- The piano must not be used as a prop or surface.
- Hands must be clean before playing.
- No heat sources may be placed near the instrument.

Environment

- Doors and windows should remain closed during extreme weather to maintain appropriate temperature and humidity.

Maintenance

- Tuning and maintenance are managed exclusively by LRT.
- Any additional tuning required for performances must be arranged through LRT at the Hirer's expense.

Liability

- The Hirer is financially responsible for any damage incurred during their hire.
- Any issues must be reported immediately.

6. Agreement

By signing below, the Hirer acknowledges that they have read, understood, and agree to comply with the **Piano Care Agreement** and the **Standard Terms and Conditions of The Living Room Theatre**.

Agreed by the parties in Sydney, on/...../.....

.....
Hirer's Signature

.....
Hirer's Name

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LRTSignature

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Venue Owner's Name

Contact

Michelle St Anne

Artistic Director

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