

September 1<sup>st</sup>, 2021-August 31<sup>st</sup>, 2022

### HOW TO RENT A THEATER AT BLUMENTHAL PERFORMING ARTS

Thank you so much for your interest in becoming a venue partner with Blumenthal Performing Arts! We are happy to assist in planning your event and hope that by providing this information, we can help make the process as painless as possible. The more information you can provide about your event, the better we can make the experience for you and your guests!

1. To decide which venue to rent, consider how many patrons you expect and what dates you would like for your event. Consider setup, rehearsal, and load out time as well as what time performances will begin. Our theaters are rented by the full day, but we will need your planned schedule and your required technical items (i.e. microphones, marley flooring, projectors, etc.) to estimate labor costs.

Email [programming@blumenthalarts.org](mailto:programming@blumenthalarts.org) and ask for availability in the theater(s) you are interested in. Please see page 2 for theaters, capacities, and rental rates. If your desired date is available, please fill out the pre-estimate questions at this link: <https://www.blumenthalarts.org/about-us/rent-our-spaces/rental-pre-estimate-questions/>. Please be as specific as possible in answering the pre-estimate questions. Once you have filled out the pre-estimate questions, we will place a hold and create an estimate for you.

2. Our technical department will contact you for more information if needed. Please allow up to two weeks for the estimate to be completed. Our Venue Partner Manager will send you the estimate and can schedule a walkthrough of the venue(s).
3. Once you have read and approved the estimate, let us know if you would like to confirm your event. We will send you a contract to sign/return, including a required non-refundable deposit (equal to the room rent). The initial deposit and returned contract will need to be returned to confirm the event.
4. If your event is ticketed, our ticketing department will contact you to get your event on sale. All ticketed events in our venues must be ticketed through CarolinaTix.org.
5. Several members of our staff including your Venue Partner Manager and Production Manager will contact you to work out further details and get additional information about your event. Before your event, we MUST receive your insurance certificate. If you cannot provide one, we will charge our TULIP insurance policy to your settlement.
6. Enjoy your event! Everything should be ready when you arrive, but please let us know if anything is amiss.
7. On the next business day, you will receive a settlement that will show all the charges that your event actually incurred, as well as your ticket sales. We will send a check or invoice with your settlement. If requested, we can settle your event night-of.

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## THEATER RENTAL RATES

Venue	Capacity*		Commercial	Non-Profit**
<a href="#">Belk Theater</a>	2,118	Monday – Thursday	\$6,000.00	\$3,735.00
Proscenium Stage		Friday – Sunday	\$7,650.00	\$4,765.00
<a href="#">Knight Theater</a>	1,192	Monday – Thursday	\$3,330.00	\$2,050.00
Proscenium Stage		Friday – Sunday	\$4,265.00	\$2,615.00
<a href="#">Booth Playhouse</a>	444	Monday – Thursday	\$1,420.00	\$1,135.00
Proscenium Stage		Friday – Sunday	\$1,750.00	\$1,460.00
<a href="#">Stage Door Theater</a>	204	Monday – Thursday	\$670.00	\$565.00
Blackbox		Friday – Sunday	\$820.00	\$700.00

\*Maximum capacity varies depending on technical needs and state and local capacity restrictions.

\*\*501(c) 3 Letter of Determination must be presented to receive non-profit rates.

\*\*\*Theater rental rates are priced per day.

Theater Labor Rates	Belk	Knight	Booth	Stage Door
Box Office	\$350.00	\$300.00	\$160.00	\$90.00
Front of House Staff	\$1,300.00	\$700.00	\$200.00	\$80.00
Stagehands (IATSE 322)	Stagehand Costs are Estimated on a per show basis.			
CMPD Officer*	\$45.00 hr	\$45.00 hr	\$45.00 hr	\$45.00 hr
Firewatch (as needed)	\$99.00 hr	\$99.00 hr	\$99.00 hr	\$99.00 hr

Labor Rates are based on a 3-hour event unless otherwise noted. Stagehand costs will be estimated for each event prior to contracting. \*CMPD rates may vary during special events.

## Box Office Information

CarolinaTix handles ticketing for all events at Blumenthal Performing Arts. Ticketing will not be processed until contract and deposit are received. Once the box office setup form has been returned, it takes approx. two weeks for tickets to be available for purchase. No events will be permitted to self-ticket or use outside ticketing services. Tickets are available online through blumenthalarts.org and carolinatix.org. Tickets will also be available by phone (704.372.1000) or walkup box office located at 130 N. Tryon St.

Credit Card Ticket Sales Commission	3.25% (Paid by presenter)
Facility Fee	\$3.00 per ticket (Added to ticket price)
Convenience Fee	15.00% on ticket price + facility fee (Added to ticket price for phone and internet sales)
State/Local Sales Tax	7.25% on total transaction (Added to ticket price)

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## MARKETING POLICY

Blumenthal Performing Arts offers limited marketing/advertising assistance to all rental clients.

Provided:

- All ticketed events will be listed on blumenthalarts.org and carolinatix.org.
- All ticketed events will be listed on the scrolling marquee approx. 1 week prior to event date.
- All ticketed events will be included in the email blast to CarolinaTix subscribers approx. 2 weeks prior to event.
- Blumenthal Performing Arts can list print ads with our standard rates. (all costs paid by Lessee)

Not Provided:

- Design services. All material must be provided in a completed state for ad listings, including all graphics and copy.
- Marketing plans. We cannot target your advertising, mailings, etc.
- Individual or specialized email blasts.
- Creation of Social Media pages or events.

## STAGEHANDS BASIC WORK RULES (IATSE)

Every theater will be staffed with IATSE Local 322 Union Stagehands. Non-Profits using the Booth Playhouse and Stage Door Theater may be able to use a limited number of House Production Managers, depending on staff availability.

All events at Blumenthal Performing Arts will be staffed with at least one House Production Manager to ensure all safety guidelines are observed and to respond to client needs.

## **INSURANCE - All liability policies shall name BPA as an additional insured with respect to any claim or causes of action that may arise out of the event.**

Licensee shall provide insurance at own expense. The policy must cover and include Lessee itself, its officers, directors, employees, agents, third parties and external vendors engaged by Lessee and presenters as follows:

1. Worker's Compensation and Employer's Liability, including limits of one hundred thousand dollars (\$100,000) each employee, five hundred thousand dollars (\$500,000) policy limit and one hundred thousand dollars (\$100,000) each accident (including Disability Benefits).
2. Commercial General Liability, combined single limit of one million dollars (\$1,000,000) bodily injury and property damage, and one million dollars (\$1,000,000) limit for personal injury.
3. All Risk Property Insurance for all properties brought into, or used in, BPA in connection with the Event, including, without implied limitation, the property of the third persons under the control of BPA. The All-Risk Property Insurance policy shall include a waiver or subrogation against the Lessor and any entity or person affiliated with the Lessor.

Obtaining coverage through Blumenthal Performing Arts is possible. If desired, please contact us for rates.

## Music Licensing

All ticketed events that use licensed music must pay royalties. Renters who do not have licenses with ASCAP, BMI, and SESAC will be billed for the music use at the following rate:

ASCAP & BMI:	1.6% of gross ticket sales
SESAC:	\$.0378 per ticket

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### LOBBY RECEPTION RENTAL RATES

As performances are the primary focus for venues at Blumenthal Performing Arts, we are not able to confirm Lobby rentals (weddings, receptions, parties, etc.) until **6 weeks prior to the event date.**

Venue	Level	Sqft	Standing Capacity*	Banquet Capacity*		Commercial	Non-Profit**
Belk Theater	Orchestra	4,188	290	210	Any One Lobby	\$1,120.00	\$955.00
	Grand Tier	2,994	249	150			
	Mezzanine	3,480	349	200			
Knight Theater	Main	5,471	275	151	Any One Lobby	\$750.00	\$630.00
	Upper	4,360	218	96			
	Blanchfield Room	840	50	35			
Booth Playhouse	Upper	754	133	50	Any One Lobby	\$420.00	\$375.00
	Lower	751	120	50			

\*Maximum capacity varies depending on technical needs. Blumenthal Performing Arts reserves the right to set capacity for any event below listed capacities.

\*\*501(c) 3 Letter of Determination must be presented to receive non-profit rates.

Lobby Labor Rates (per hour)	Belk	Knight	Booth	Stage Door
Technical Staff	\$18.00	\$18.00	\$18.00	\$18.00
CMPD Officer*	\$42.00	\$42.00	\$42.00	\$42.00

Labor Rates are per person per hour and have a 4-hour minimum when activated. Final rates will vary depending upon final labor needs. Blumenthal Performing Arts will work with clients to determine staffing needs tailored to each event. Please note the Technical Staff will be present throughout any event to oversee all setup and strike details. \*CMPD rates may vary during special events.

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## CATERING

Any licensed caterer may be used in our venues. To ensure that food and service standards are established and maintained, all restaurants and caterers must provide proof of business license and NC Department of Health rating. The Preferred Caterers and Catering Partners listed below are subject to change.

### Preferred Caterers

#### Uptown Catering

400 South Tryon Street

Charlotte, NC 28202

704.332.5521

[www.uptowncateringco.com](http://www.uptowncateringco.com)

#### 5Church

127 N Tryon Street, Ste 8

Charlotte, NC 28202

704.919.1322

[www.5churchcharlotte.com](http://www.5churchcharlotte.com)

### Catering/Restaurant Partner

#### Restaurant Partners Include:

204 North, Basil Thai, The Capital Grille, Chima, Essex Bar & Bistro, Forchetta, Plate Perfect Catering, QC Social Lounge, Ruth's Chris, Sophia's Lounge, Uncle Maddio's, Holiday Inn Center City

### Bar Packages

BPA complies with all NC State Laws regarding responsible service of alcoholic beverages and strives to protect our guests, staff, and organization from liabilities due to our alcohol service. Cash bar and consumption-based payment available. \$75 per bartender with usually 1 bartender per 75 guests. The Director of Food and Beverage will determine the number of bartenders needed with the client during the estimate process.

## CONTACT INFORMATION

### Venue Partner Manager

Donnie Bales

[dbales@blumenthalarts.org](mailto:dbales@blumenthalarts.org)

704.379.1216

### Blumenthal Performing Arts Center

- Belk Theater
- Booth Playhouse

- Stage Door Theater  
130 North Tryon Street  
Charlotte, NC 28202

### Levine Center for the Arts

- Knight Theater  
430 South Tryon Street  
Charlotte, NC 28202

Please note that for promoting and advertising events, the name of the venue and the campus should be used together (i.e., Belk Theater at Blumenthal Performing Arts Center, Knight Theater at Levine Center for the Arts), as well as the address listed above. No alteration is permitted.