



B L U M E N T H A L  
— A R T S —

VENUE PARTNER PACKET  
Rent Our Spaces | Blumenthal Arts  
[www.blumenthalarts.org](http://www.blumenthalarts.org)





# CONTACT INFORMATION

Venue Partner Manager  
Mary Weaver  
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704.379.1216

**Blumenthal Arts Center**  
130 North Tryon Street  
Charlotte, NC 28202  
Belk Theater  
Booth Playhouse  
Stage Door Theater

**Levine Center for the Arts**  
430 South Tryon Street  
Charlotte, NC 28202  
Knight Theater

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 Arts Center, Knight Theater at Levine Center for the Arts), as well as the address listed above.  
No alteration is permitted.



# VENUE RENTAL RATES

Venue	Capacity*		Commerical Per Day	Non-Profit Per Day**
Belk Theater Proscenium Stage	2,118	Monday-Thursday Friday-Sunday	\$6,930.00 \$8,270.00	\$4,505.00 \$5,370.00
Knight Theater Proscenium Stage	1,192	Monday-Thursday Friday-Sunday	\$3,775.00 \$4,840.00	\$2,455.00 \$3,140.00
Booth Playhouse Proscenium Stage	444	Monday-Thursday Friday-Sunday	\$1,535.00 \$1,890.00	\$1,305.00 \$1,620.00
Stage Door Theater Blackbox	263	Monday-Thursday Friday-Sunday	\$780.00 \$950.00	\$670.00 \$830.00

\*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.

To view seat maps and venue photos, please visit: [www.blumenthalarts.org/about/rent-our-spaces](http://www.blumenthalarts.org/about/rent-our-spaces)

Belk Theater



Knight Theater



Booth Playhouse



Stage Door Theater





# LOBBY RENTAL RATES

Venue	Level	Standing Capacity	Banquet Capacity		Commercial	Non-Profit
Belk Theater	Orchestra	290	210	Any One Lobby	\$1,176.00	\$1,020.00
	Grand Tier	249	150			
	Mezzanine	349	200			
Knight Theater	Main	275	151	Any One Lobby	\$785.00	\$675.00
	Upper	218	96			
	Blanchfield Room	50	35			
Booth Playhouse	Upper	133	50	Any One Lobby	\$440.00	\$400.00
	Main	120	50			

As performances are the primary focus for venues at Blumenthal Arts, we are not able to confirm Lobby rentals (weddings, receptions, parties, etc.) until 6 weeks prior to the event date.  
If renting a theater, use of the lobbies and auxiliary spaces is included in the price of rent.

Belk Theater (Main Lobby)



Knight Theater (Main Lobby)



Booth Playhouse (Upper Lobby)





# THEATER LABOR RATES

	Belk	Knight	Booth	Stage Door
Box Office Staff	\$390.00	\$320.00	\$240.00	\$165.00
Front of House Staff	\$1,615.00	\$1,085.00	\$505.00	\$280.00
CMPD Officer*	\$55.00/hr	\$55.00/hr	\$55.00/hr	\$55.00/hr
Evolve Weapons Detector	\$240	\$200.00	\$220.00	

Production managers and stagehands (IATSE 322) costs are estimated on a per show basis.

All labor rates are based on a 3-hour event unless otherwise noted.

Box Office and Evolve are fixed expenses. Front of House Stage Hands and Production Managers are based on actuals.

\*CMPD rates may vary during special events.

## INSURANCE

**All liability policies shall name BA 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 Arts is possible. If desired, please contact us for rates.

## STAGEHANDS & PRODUCTION MANAGERS

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 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.

Every theater will be staffed with IATSE Local 322 Union Stagehands.

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

## MUSIC ROYALTIES

All ticked 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: \$0.0455 per ticket



# MARKETING SUPPORT

Blumenthal Performing Arts offers limited marketing/advertising assistance to all venue partners.

## Provided - Complementary:

- All ticketed events will be listed on blumenthalarts.org and carolinatix.org.
- All ticketed events will be listed on the scrolling marquee in front of the Belk Theater approx. 1 week prior to event date.
- All ticketed events will be included in the email blast to CarolinaTix subscribers on the first Sunday of the month that your event occurs.

## Provided - For a Fee:

- A dedicated email blast. If interested in rates and requirements, please connect with Blumenthal Arts Venue Partner Manager.

## 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, posts, or events.

For more information on Marketing Support, please visit:  
[www.blumenthalarts.org/about/rent-our-spaces](http://www.blumenthalarts.org/about/rent-our-spaces)

# BOX OFFICE & TICKETING INFORMATION

CarolinaTix handles ticketing for all events at Blumenthal Arts. The use of other ticketing platforms is not permitted. Event ticket set up will not begin until the signed contract and deposit are received.

Once the box office setup form is completed, 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 ONLY. Tickets will also be available by phone (704.372.1000) or walkup at the Belk Theater box office located at 130 N. Tryon St.

Credit Card Ticket 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)





# FOOD & BEVERAGE SERVICES

## 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. Please contact Venue Partner Manager for a list of preferred caterers and restaurant partners.

## Backstage Hospitality

Blumenthal is happy to provide any of your backstage hospitality needs on the day of your event. **Anything that BA provides is subject to a flat 18% labor charge on top of the cost of goods.**

Venue Partners are welcome to provide their own food and beverages, but any alcohol requests must be purchased by Blumenthal.

## Concessions

Blumenthal can provide concession services for all events in our venues. This comes at no cost to the venue partner, but BA keeps all of the revenue from these sales.

Concessions consist of water, soda, beer, wine, liquor, as well as small snacks and candy.

Concessions can be open without alcohol sales.

# BAR PACKAGES FOR PRIVATE EVENTS & RECEPTIONS

BA 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. One bartender is recommended for every 75 guests. The Blumenthal Food and Beverage team will determine the number of bartenders needed with the client during the advance process.