

# *Blumenthal Performing Arts Rental Rates*

*September 1<sup>st</sup>, 2018-August 31st, 2019*

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

Thank you so much for your interest in renting one of Blumenthal Performing Arts' venues! We will be happy to assist in planning your event, and we hope that by providing this information, we can help make the process as painless as possible for you. The more information you can provide us about your event, the better we can make the experience for you and your guests!

1. In order to decide which venue you'll want to rent, you'll need to think about how many patrons you expect and what dates you'd like to have your event.

We'll need to know about your planned schedule for the day and your technical needs. Think about setup, rehearsal, and load out time as well as when your performances will be. All of our theaters are rented by the full day, but we will need your schedule in order to estimate labor. We will also need to know what technical items you need (I.E. microphones, marley flooring, projectors, etc.)

2. Email [programming@ncbpac.org](mailto:programming@ncbpac.org) and ask us for availability in the theater(s) you're interested in. If the date you want is available, answer all of the pre-estimate questions so that we can place a hold for you. If you have a rider, send that over as well.

Pre-Estimate Questions:

Company Name:

Company Address:

Nonprofit (Y/N)-must present a valid 501c3 certificate:

Event Name:

Contact Name:

Phone Number:

Email:

Theater:

Date:

Type of Event:

Tentative Schedule of the Day:

Will your event be ticketed? Please note any ticketed event MUST be done through our box office:

Technical Equipment Anticipated:

3. The cost of your event will be estimated once we have the completed pre-estimate questions. Our tech department will contact you for more information if needed. An event manager will send you the estimate and can schedule a walkthrough of the venue(s).
4. Once you've read and approved the estimate, let us know if you'd like to confirm your event. We'll send you a contract to sign/return, and we'll also need a non-refundable deposit (equal to the room rent) to fully confirm your event. Your event is not confirmed and you may not begin advertising until both those items are returned.
5. 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
6. Several members of our staff including your Event Manager and Production Manager will contact you to work out further details and get more information about your event. Before your event, we MUST receive your insurance certificate. If you don't send us one, we will charge you to use our TULIP insurance policy.
7. Enjoy your event! Everything should be ready for you when you arrive, but please let us know if anything is amiss.
8. On the next business day after your event, you will receive a settlement from us that will show all of the charges that your event actually incurred, as well as your ticket sales. We will send you a check or invoice the week of the event. If requested, we can settle your event night-of.

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## THEATER RENTAL RATES

Venue	Capacity*		Regular	Non-Profit**
Belk Theater	2,118	Monday – Thursday	\$5,655.00	\$3,385.00
Proscenium Stage		Friday – Sunday	\$7,210.00	\$4,325.00
Knight Theater	1,192	Monday – Thursday	\$3,140.00	\$1855.00
Proscenium Stage		Friday – Sunday	\$4020.00	\$2370.00
McGlohon Theater	730	Monday – Thursday	\$1,670.00	\$1,295.00
Thrust Stage		Friday – Sunday	\$2,085.00	\$1,585.00
Booth Playhouse	444	Monday – Thursday	\$1,340.00	\$1,030.00
Proscenium Stage		Friday – Sunday	\$1,650.00	\$1,260.00
Duke Energy Theater	196	Monday – Thursday	\$630.00	\$515.00
Blackbox		Friday – Sunday	\$770.00	\$635.00
Stage Door Theater	204	Monday – Thursday	\$630.00	\$515.00
Blackbox		Friday – Sunday	\$770.00	\$635.00

\*Maximum capacity varies depending on technical needs.

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

Theater Labor Rates	Belk	Knight	McGlohon	Booth	Duke	Stage Door
Box Office	\$255.00	\$225.00	\$165.00	\$135.00	\$80.00	\$80.00
Front of House Staff	\$1,300.00	\$700.00	\$250.00	\$200.00	\$80.00	\$80.00
Stagehands (IATSE 322)	Stagehand Costs are Estimated on a per show basis.					
CMPD Officer	\$33.00 hr	\$33.00 hr	\$33.00 hr	\$33.00 hr	\$33.00 hr	\$33.00 hr
Firewatch (as needed)	\$99.00 hr	\$99.00 hr	\$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.

## 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. 3 business days 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% (Paid by presenter)
Facility Fee	\$3.00 per ticket (Added to ticket price)
Convenience Fee	13.5% 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

## STAGEHANDS BASIC WORK RULES (IATSE)

Every theater will be staffed with IATSE Local 322 Union Stagehands. Non-Profits using the Booth Playhouse, Duke Energy Theater and McGlohon 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 the 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, the BPA in connection with the Event, including, without implied limitation, the property of the third persons under the control of the 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 the royalties for the music. 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:	\$.0327 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*		Regular	Non-Profit**
Belk Theater	Orchestra	4,188	290	210	Any One Lobby	\$1,055.00	\$865.00
	Grand Tier	2,994	249	150	Full Lobby Area	\$2,060.00	\$1,700.00
	Mezzanine	3,480	349	200			0
Knight Theater	Main	5,471	275	151	Any One Lobby	\$710.00	\$570.00
	Upper	4,360	218	96	Full Lobby Area	\$1,315.00	\$1,135.00
	Blanchfield Room	840	50	35			0
Booth Playhouse	Upper	754	133	50	Any One Lobby	\$400.00	\$345.00
	Lower	751	120	50	Full Lobby Area	\$670.00	\$535.00
Spirit Square	Atrium	3,970	400	200	w/ Theatre rental	\$490.00	\$345.00
	Knight Gallery	3,220	275	120		\$930.00	\$930.00
	M&M Gallery	1,360	180	65		\$645.00	\$645.00
	Education Studio	1,200	115	80		\$290.00	\$190.00
	Dance Studios	1,131-1,200	90 - 115	50 - 80		\$290.00	\$190.00
	BB&T Room	675	55	25		\$290.00	\$190.00
	SSQ Reh. Studio	1264					

\*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	McGlohon	Booth	Duke	Stage Door
Technical Staff		\$17.50	\$17.50	\$17.50	\$17.50	\$17.50	\$17.50
CMPD Officer*		\$33.00	\$33.00	\$33.00	\$33.00	\$33.00	\$33.00
Security		\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00

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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## CLASSROOM AND GALLERY EXHIBIT RATES

Room	Size	Sqft	[-----Capacity-----]			Rate
			Classroom	U-Shape	Auditorium	
Dance Studio "A"	25' x 40'	1,000	45	45	96	\$36.00 ⌘
Dance Studio "B"	25' x 42'	1,050	45	45	96	\$36.00 ⌘
Dance Studio "C"	29' x 39'	1,131	45	45	75	\$36.00 ⌘
Education Studio	30' x 40'	1,200	45	45	96	\$36.00 ⌘
BB&T Meeting Room	25' x 27'	675	25	25	45	\$36.00 ⌘
SSQ Rehearsal Studio		1263				
Knight Gallery	43' x 71'	3220	120 max	N/A	156 max	\$930.00 ⚙ \$1,910.00 ◆
Middleton/McMillan Gallery	34' x 40'	1,360	45 max	40 max	90 max	\$645.00 ⚙ \$1,115.00 ◆
Loch Walker Gallery & Sky Way Gallery			One Gallery	\$100.00 ◆	Both Galleries	\$135.00 ◆

⌘ Per Hour, **4 Hour Minimum on all classroom rentals**

⚙ Per Day

◆ Per Week

Classroom Labor Rates	Classroom	Gallery
CMPD Officer*	\$33.00	\$33.00
Security*	\$20.00	\$20.00

\*Labor Rates are per person per hour and have a 4 hour minimum when activated. Final rates will vary depending upon labor needs.

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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:

5Church, Aria, BLT Steak, Cantina 1511, Capital Grille, Chima, Eddie V's, Essex, Ruth's Chris, Sophia's Lounge, & the Ivey Hotel

### Bar Packages

BPA complies with all NC State Laws in regard to 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

### Rental Contacts

[programming@ncbpac.org](mailto:programming@ncbpac.org)

704.379.1217

### Blumenthal Performing Arts Center

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

### Spirit Square

- McGlohon Theater
  - Duke Energy Theater
  - Classrooms & Galleries
- 345 North College 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, McGlohon Theater at Spirit Square), as well as the address listed above. No alteration is permitted.