



# theBELCOURT

NASHVILLE'S NONPROFIT FILM CENTER

## 2019 Rental Rates and Policies

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Thank you for your interest in the Belcourt Theatre. Because the Belcourt screens films 365 days a year, our rental availabilities have unique parameters.

To maintain a cohesive screening schedule for films, all Belcourt rentals are structured in blocks of full hours that begin and end on the half-hour—i.e. a three-hour rental from 6:30pm-9:30pm.

Please note that the Belcourt does not offer rentals on Fridays, Saturdays or Sundays due to film schedules.

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### All evening rentals have three possible time slots:

1. **4:30 - 6:30pm:** sample rental period for an event or screening that starts at 5:00pm/5:30pm, depending on duration of event.
  2. **6:30 - 9:30pm:** sample rental period for an event or screening that starts at 7:00pm/7:30pm depending on duration of event.
  3. **9:30 - Midnight:** sample rental period for an event or screening with a slightly later start (10:00pm/10:30pm) and minimal setup.
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All hours in the theatre are “hours rented.” A rental timeframe must include load-in, set-up time, doors/seating time (30 minutes for a film; 60 minutes for a concert), total running time, strike and load-out. For example, a 6:30pm-9:30pm rental means you will arrive at 6:30 to set up (including any audio/video test). You will base your doors time and start time accordingly. At 9:30pm sharp, any lingering crowds have left the theatre, and your gear is fully removed from the building.

**NOTE:** Please carefully consider set-up and breakdown time especially if you are interested in the two-hour (4:30 - 6:30pm) timeframe. Additional time may be rented at the hourly rate, but requires advanced approval from our Programming Director and is based on availability.

(Current as of August 2019)

**RATES****1925 Hall:**

<b>Rental Timeframe</b>	<b>Monday-Tuesday</b>	<b>Wednesday-Thursday</b>
<b>Before 4:30pm</b>	\$300 per hour	\$350 per hour
<b>4:30 - 6:30pm</b>	\$1000	\$1,200
<b>6:30 - 9:30pm</b>	\$1,500	\$1,750
<b>9:30 - Midnight</b>	\$1,500	\$1,750
<b>Full Day</b>	\$3,500	\$4,000

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**1966 Hall:**

<b>Rental Timeframe</b>	<b>Monday-Tuesday</b>	<b>Wednesday-Thursday</b>
<b>Before 4:30pm</b>	\$250 per hour	\$300 per hour
<b>4:30 - 6:30pm</b>	\$900	\$1,000
<b>6:30 - 9:30pm</b>	\$1,350	\$1,500
<b>9:30 - Midnight</b>	\$1,350	\$1,500
<b>Full Day</b>	\$2,000	\$2,500

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**Manzler/Webb Screening Room:**

<b>Rental Timeframe</b>	<b>Monday-Tuesday</b>	<b>Wednesday-Thursday</b>
<b>Before 4:30pm</b>	\$100 per hour	\$150 per hour
<b>4:30 - 6:30pm</b>	\$300	\$400
<b>6:30 - 9:30pm</b>	\$450	\$600
<b>9:30 - Midnight</b>	\$450	\$600
<b>Full Day</b>	\$750	\$1,000

## **ADDITIONAL FEES**

In addition to base rental fees outlined above, fees for use of the following equipment and services are outlined here:

- Projectionist (1 staff person): \$30/hour includes labor, usage, and one handheld wireless microphone (4-hour minimum)
  - Tech Director: \$50/person/hour required for all stage use, lighting and additional audio needs (4-hour minimum)
  - Additional lobby/bar staff: \$30/person/hour (4-hour minimum) based on need
  - Additional staff: \$30/person/hour assessed prior to 8:30am and after 11:30pm
  - Music licensing fees: If copyrighted music is played by a DJ or live musician, the licensee is responsible for reporting and paying music licensing fees to BMI, ASCAP and SESAC
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## **FILM RIGHTS/BOOKING FEES**

If the Belcourt secures film rights for a rental screening, a booking fee of \$75 will be added to the cost of those film rights.

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## **SCREENING FORMATS**

DCP, 35mm, 16mm, Blu-ray/DVD, ProRes/H264

Other formats such as HDCAM are possible, but renter must supply the playback deck—and assume a minimum of one additional rental hour (at full rate) for set-up (final number of hours needed will be determined by the Belcourt's head projectionist).

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## **CAPACITY**

The Belcourt's two halls, screening room, and education and engagement space are all equipped with hearing loop technology. For films equipped with closed captioning, we offer two closed captioning devices. Headphones are available for films equipped with audio descriptions, as well as for assistive listening with any film.

### **1925 Hall | Seats 332**

- Full-size movie screen projecting the following formats: DCP, 16mm, Blu-ray/DVD, ProRes/H264 and similar computer-based formats
- Full stage (plus dressing room areas below stage)
- Audio and lighting capabilities (inventory available upon request)

### **1966 Hall | Seats 250**

- Full-size movie screen projecting the following formats: DCP, 35mm, 16mm, Blu-ray/DVD, ProRes/H264 and similar computer-based formats
- Audio and lighting capabilities (inventory available upon request)

## **Manzler/Webb Screening Room | Seats 35**

- 15-ft x 6.5-ft screen projecting the following formats: DCP, Blu-ray/DVD, ProRes/H264 and similar computer-based formats

## **Parking Lot | 54 Spaces (not including those under the offices)**

- Partial lot closure: \$20/per space (per day)
- Full lot closure: \$1,350
- To close the full lot, you also must provide security to direct traffic and control the entrances.

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## **PUBLICITY FOR TICKETED RENTAL EVENTS**

- Web page for your event on the Belcourt's website, [www.belcourt.org](http://www.belcourt.org). Web page includes space for image as well as text/links. Renter is responsible for providing text, web image (850px x 505px - jpeg), and URLs for links (no PDFs please). **NOTE:** Due to space considerations, most events cannot be listed more than 6 weeks in advance.
- Advance ticket sales are available through the Belcourt's website. Tickets can be put on sale 6 weeks in advance of the event. No tickets will be put on sale until all ticketing documents are completed and submitted (see ticketing section for details).
- Event listing on Belcourt's weekly media advisory (sent on Mondays) — listing will be included on advisories commencing once the event's tickets are on sale.
- Event listing on Belcourt's Thursday e-newsletter, covering the upcoming Friday-Thursday period — listing will be included on the e-newsletter sent the week prior to the event.
- Please note that the Belcourt Theatre's social media is used solely for Belcourt programming and Belcourt events. The Belcourt does not "accept" co-host requests for Facebook events associated with rental events.
- Please note that marketing and publicity materials cannot be displayed or distributed at the Belcourt (unless prior arrangements have been made with the Operations Director for materials during the actual event).

## **IMPORTANT INFORMATION FOR ALL MARKETING AND PUBLICITY MATERIALS:**

- The Belcourt's logo may not be used on any print or digital material produced for your event, nor may the Belcourt be referenced or suggested as a "presenter," "co-presenter," "host," or "co-host" of the event (including co-hosting Facebook page events).
- References to the Belcourt shall be for location purposes only. Please note the Belcourt Theatre uses the spelling of theatre with the "re" at the end.
- All marketing and publicity materials referencing the Belcourt must be approved in advance by the Operations Director.

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## **SECURING A DATE**

Before a rental is secured and confirmed, or publicly announced in any way, the following is required.

### **For ticketed events:**

(Current as of August 2019)

- 50% of the rental fee with a signed contract
- An appointment with the Belcourt's Operations Director for a walk-through and delivery of deposit and contract

**For non-ticketed and/or free events:**

- 100% of the rental fee and estimated labor with a signed contract
- An appointment with the Belcourt's Operations Director for a walk-through and delivery of deposit and contract

Melinda Morgan, Operations Director | [melinda@belcourt.org](mailto:melinda@belcourt.org) | 615-846-3150 x12

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**TICKETING**

All tickets for events at the Belcourt must be sold exclusively through [www.belcourt.org](http://www.belcourt.org). All events go on sale on Fridays at 10am, and at least one week's notice is required before putting an event on sale. With the signed contract, the Belcourt will issue a ticketing document for the renter to fill out, as well as a copy of the Belcourt's ticket fee chart. Note: Ticket fees are charged to the consumer, not the renter. These fees are well below market average in comparison to large ticketing companies such as Ticketmaster.

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**INSURANCE**

All renters must carry liability insurance which names the Belcourt Theatre as co-insured at \$1,000,000 per occurrence and fire damage liability insurance of at least \$100,000. The Belcourt's Operations Director can provide contact information for local insurance agents who specialize in event liability insurance.

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**MERCHANDISE**

Merchandise may be sold, and the Belcourt will provide one 8-ft table with tablecloth for this purpose. In exchange, the renter must provide a sales report at the end of the night as well as 15% of the proceeds to the Belcourt (either in cash or as a deduction from the final settlement). Note: Nothing may be hung on walls, and no Belcourt artwork or wall hangings will be removed, moved or obstructed from view while a merchandise/info table is set up.

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**IMPORTANT INFORMATION ABOUT THE BELCOURT PARKING LOT**

The Belcourt's lot has 54 spaces (not including covered spaces which are generally occupied by Belcourt staff). Because it's the primary lot for Belcourt visitors and a public pay lot, spaces are regularly in use. On occasion, the Belcourt will authorize closure of part or all of the parking lot as events require at the prices posted. If you need to park a bus, trailer or other large vehicle in the lot during your rental, please note the space costs—they are per parking place and will be added to the cost of your rental. We will hold a space by the loading door for a van or truck bringing equipment for use during a rental event. Note that if you choose to, and the Belcourt agrees, you can close the full lot; in this case, you must also provide security to direct traffic and control lot entrances.

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**CONCERT RENTALS**

The Belcourt strictly enforces a 95db limit in the house.

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## **ADDITIONAL INFO**

Audio, video and lighting inventories as well as building plots are available on request.

Contact: Melinda Morgan, Operations Director | [melinda@belcourt.org](mailto:melinda@belcourt.org) | 615-846-3150 x12