

RENTAL RATES AND POLICIES

(tentatively effective January 2022)

The Belcourt will be available for rental only within specific parameters and limitations — guided by our commitment to the health and safety of both our staff and rental clients.

Rental opportunities are restricted to events and activities able to work within current capacity* restrictions — and will diligently follow all of the Belcourt's COVID [health and safety protocols](#) for audience members. Hall capacities are currently reduced to 50%.

You will also be asked to sign the Belcourt's COVID-19 Liability Waiver which you'll be sent after you've initiated your rental inquiry.

*To initiate an inquiry for a rental, please first read these Rates and Policies **very carefully** — and then complete our Rental Inquiry Form.*

All time in the theatre are “hours rented” — including load-in, set-up 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 testing) — and at 9:30pm sharp, you (and any gear or equipment) will have fully vacated the building.

NOTE: Please carefully consider set-up and breakdown time. Additional time may be rented at the hourly rate, but requires advanced approval and is based on availability.

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

1925 Hall | Capacity 332 (currently restricted to 166):

Rental Time Frame	Monday-Tuesday	Wednesday-Thursday
Before 3:30pm	\$350 per hour	\$400 per hour
3:30 - 6:30pm	\$1,200	\$1,500
6:30 - 9:30pm	\$2,000	\$2,250
9:30 – Midnight	\$2,000	\$2,250
Full Day	\$4,500	\$5,000

1966 Hall | Capacity 255 (*currently restricted to 127*):

Rental Time Frame	Monday-Tuesday	Wednesday-Thursday
Before 3:30pm	\$300 per hour	\$350 per hour
3:30 - 6:30pm	\$1,000	\$1,200
6:30 - 9:30pm	\$1,500	\$1,750
9:30 – Midnight	\$1,500	\$1,750
Full Day	\$3,500	\$4,000

Manzler/Webb Screening Room | Capacity 35 (*currently restricted to 17*)

Rental Time Frame	Monday-Tuesday	Wednesday-Thursday
Before 3:30pm	\$150 per hour	\$200 per hour
3:30 - 6:30pm	\$300	\$400
6:30 - 9:30pm	\$500	\$650
9:30 – Midnight	\$500	\$650
Full Day	\$1,350	\$1500

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.
- 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

SCREENING FORMATS

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

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).

CAPACITY

We provide capacity numbers here only as guidelines to the overall size of our halls and other areas. As previously indicated, rental opportunities are restricted to events and activities able to work within current limited capacity restrictions.

The Belcourt's two halls are 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 | Capacity 332 (*currently restricted to 166*)

- 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 | Capacity 255 (*currently restricted to 127*)

- 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 | Capacity 35 (*currently restricted to 17*)

- Full-size movie 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.

IMPORTANT INFORMATION FOR ANY MARKETING AND PUBLICITY MATERIALS:

- 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).
- 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. (In addition, please do not request the Belcourt to "co-host" any Facebook event you create.)
- 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 materials referencing the Belcourt must be approved in advance by the Theatre Operations Director.
- All ticketing is handled by the Belcourt. Ticketing information will be provided to you.

SECURING A DATE

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

- Full completion of the [Rental Inquiry Form](#)
- For non-ticketed events: 100% of the rental fee (and estimated labor, as applicable).
For ticketed events: 50% of the rental fee (and estimated labor, as applicable).
- An appointment with the Belcourt's Theatre operations director for a walk-through and delivery of payment, License Agreement and COVID Liability Waiver

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