



theBELCOURT

NASHVILLE'S NONPROFIT FILM CENTER

## RENTAL RATES AND POLICIES

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### PLEASE NOTE

The Belcourt requires all rentals to comply with our stated [Belcourt Values](#).

The Belcourt Theatre reserves the right to refuse any rental which it (in its sole and absolute discretion) determines is not consistent with its mission as a nonprofit cultural organization, may negatively impact its standing or reputation, or may present security concerns.

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### THE BASICS

*To initiate an inquiry for a rental, **please read this entire document very carefully** — and then complete our Rental Inquiry Form.*

**Rental slots are made available based on how many films that we must cancel in order to accommodate you.** As such, they are made available in three-hour increments (based on the flow of a two-hour film with some time on either end).

**All time in the theatre are hours rented**, which would include 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 hall. **If additional time is needed, it must also be rented.** While all rentals begin and end on the half-hour, we do not prorate half-hours. If any part of the event or load-out goes beyond the hours rented an additional fine will be applied.

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

## BELCOURT THEATRE — Rates By Hall and Timeslot

### 1925 Hall (capacity = 332)

Rental Time Frame	Non-Profit Rate	General Rate
Before 3:30pm	\$400 per hour	\$500 per hour
3:30pm – 6:30pm	\$2,000	\$2,500
6:30pm – 9:30pm	\$2,400	\$3,000
9:30pm – 12:30am	\$2,240	\$2,800
Full Day	\$5,600	\$7,000

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### 1966 Hall (capacity = 256)

Rental Time Frame	Non-Profit Rate	General Rate
Before 3:30pm	\$360 per hour	\$450 per hour
3:30pm – 6:30pm	\$1,600	\$2,000
6:30pm – 9:30pm	\$2,000	\$2,500
9:30pm – 12:30am	\$1,760	\$2,200
Full Day	\$4,800	\$6,000

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### Manzler/Webb Screening Room (capacity = 34)

Rental Time Frame	Non-Profit Rate	General Rate
Before 3:30pm	\$160 per hour	\$200 per hour
3:30pm – 6:30pm	\$400	\$500
6:30pm – 9:30pm	\$600	\$750
9:30pm – 12:30am	\$480	\$600
Full Day	\$1,600	\$2,000

**ADDITIONAL LABOR** to be charged at a **4-hour minimum** based on need:

- Projectionist (1 staff person): \$50/hour includes labor, usage, and one handheld wireless microphone
  - Tech Director: \$50-\$100/person/hour depending on event needs. Required for all stage use, lighting and additional audio needs  
*(Note that a tech director is required for any event — i.e. large panel discussions or Q&As — requiring five or more wireless mics.)*
  - Additional lobby/bar staff: \$30/person/hour (4-hour minimum) based on need
    - During off-hours (prior to 3:30pm), additional staff will be needed to oversee an unlocked lobby during off-hours, and another to operate bar/concessions if requested.
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## **SPECIAL EVENT INSURANCE**

For the Event Date, the Licensee will at all times maintain in full force and effect commercial general liability insurance against personal injury, death, advertising injury and property damage, in standard form generally in use in the State of Tennessee, with an insurance company that is reasonably satisfactory to the Theatre.

The liability insurance policy must cover at least \$1,000,000.00 per occurrence and fire damage liability insurance of at least \$100,000.00, and will name the Theatre as additionally insured for the full amount of the insurance.

On or before 14 days prior to the Event Date, the Licensee will deliver to the Theatre a valid certificate of insurance certifying that the required insurance is in full force and effect and that the Theatre is an additional insured. The failure to deliver a valid certificate by the specified date shall constitute a material breach of this License, for which the Theatre may declare this Agreement terminated.

The Licensee acknowledges that any insurance obtained by the Theatre is for the Theatre's own benefit and the Theatre shall be under no obligation to obtain insurance for or on behalf of the Licensee.

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## **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

**Please Note:** The Belcourt screens over 300 films per year on multiple formats, and our projectionists are adept at finding the right volume level either on the evening of the event. However, it's our preference that we receive screening materials 48 hours prior to the event in order to verify functionality as time allows during a typically busy schedule. **Any tech checks outside of the rental period must be contracted as an additional rental at the rates above, plus labor (4hr minimum).**

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## ADDITIONAL HALL DETAILS

### 1925 Hall | Capacity 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 | Capacity 256

- 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 34

- 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)

- Full lot closure: \$2,000 (this is not commonly available so check with the staff person coordinating your rental on availability.)
- To close the full lot, you also must provide security to direct traffic and control the entrances.

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## ACCESSIBILITY DEVICES

The Belcourt's three 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.

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## IMPORTANT NOTE REGARDING USE OF THE BELCOURT LOBBY

Your rental of our halls and/or screening room does **not include your exclusive use of our lobby**. Because the lobby is in use by all audiences coming to the theatre, it cannot be used as a private reception space or for display of materials (i.e. step and repeat, banners, etc.) related to your rental. This is non-negotiable.

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## TICKETING

All ticketed events must be sold through the Belcourt's ticketing system.

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## 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 advertising materials must be approved in advance by the Theatre Operations Director.
  - All ticketing is handled by the Belcourt. Ticketing information will be provided to you.
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## 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)

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