



2025-26 Season Schedule of Rental Fees

Sandra Levine Theatre: Seating Capacity = 995

Kathryn Greenhoot Recital Hall: Seating Capacity = 150

Venue: 2316 Wellesley Rd, Charlotte, NC 28274 | Rental Website:

<https://gambrellcenter.wixsite.com> | 704.337.2466

BASE RENTAL RATES:	COMMERCIAL RATE	INSTITUTIONAL RATE**	NON-PROFIT RATE*	RESTRICTIONS
Theatre Performance Base Rent	\$4,000	\$3,500	\$3,000	1 Day, ONE ATTENDED EVENT
Theatre Rehearsal Base Rent	\$3,000	\$2,000	\$1,750	1 Day, NO AUDIENCE/ATTENDEES
Added 2nd Performance	\$1,500	\$1,250	\$1,000	2 nd Attended Event, 2 shows/day max
Recital Hall Base Rent	\$1,000	\$750	\$500	6 hour limit

*Non-Profit Rate applies to valid 501(c)3 organizations with budgets under \$5,000,000. **Institutional Rate applies to Government/Educational organizations. Theatre day rental period begins at 8am and ends at midnight. Overtime staff hourly rates apply after 8 hours. Minimum crew call 4 hours. Dinner breaks are required. Billable rental time begins and ends with the LESSEE's and their representative's physical presence in the building.

ADDITIONAL LABOR & EQUIPMENT FEES:

- ◆ \$45.00/hour for inhouse Technical Director (mandatory). 4 hours minimum call.
- ◆ \$35-\$40/person/hour for inhouse stage crew and house staff. 4 hour minimum call.
- ◆ \$32.00/hour for custodial crew. 4 hour minimum call.
- ◆ \$35-\$100/person/hour for security, design work and IATSE stagehands and are subject to change.
- ◆ \$25/person/hour for box office staff, ushers and \$35/person/hour for house managers
- ◆ 9' Steinway Concert Grand Piano: \$350/day for performance day. \$200 for rehearsal day (no tuning).
- ◆ Projection Equipment - \$300 per event day in Theatre.
- ◆ Orchestra Pit: \$2500 setup and restoration fee

ADDITIONAL BOX OFFICE FEES:

- ◆ \$75/ event Setup charge. \$1.50 for each ticket printed/sold. \$75 for each returned check.
- ◆ 3% of all credit card sales for Credit Card Processing.
- ◆ THEATRE will collect and remit NC/Mecklenburg County Sales Tax on tickets it sells: 7.25%

BASE RENTAL RATE INCLUDES

- ◆ Advance planning time with staff.
- ◆ Use of the designated rental space(s) during the contracted rental period for approved activities.
- ◆ Available sound & stage lighting, platforms, chairs, tables (excluded: projector & changes to pit cover)

BASE RENTAL RATE EXCLUDES

- ◆ All event related labor, box office, custodial, security & stage supplies (tape, etc)
- ◆ Early arrival of cast, crew or patrons outside the contracted rental period
- ◆ Storage of equipment outside the contracted rental period. Storage fees of \$150/day apply.
- ◆ Nonstandard services as determined by Management

CONTRACTING & FINANCIAL REQUIREMENTS

- ◆ Must be an established business or nonprofit organization to rent the Levine Theatre
- ◆ Facility request form, fully executed contract and payment of all deposits is required to hold dates
- ◆ Advance payment of all expenses & \$1,000,000 General Liability Certificate of Insurance as per contract
- ◆ Proof of valid 501(c)3 tax exempt status & operating budget under \$5,000,000 to qualify for Non-profit rate*

IMPORTANT INFORMATION

- ◆ Rates, capacities, and policies are subject to change at any time.
- ◆ Labor rates apply anytime services are rendered by THEATRE staff in excess of base rent provisions.
- ◆ Equipment is limited and subject to availability and must be requested 30 days prior to event.
- ◆ LESSEE assumes full responsibility for the character, acts & conduct of all persons acting on its behalf.
- ◆ Management determines crew number & call time. Only approved personnel can operate THEATRE equipment.
- ◆ No glitter, spray adhesive, duct tape, tobacco products, vaping, pyrotechnics, open flames, or weapons on premises. All props must be stage ready. No painting is permitted on the premises.
- ◆ All food, beverages and alcohol service is provided by Chartwells Catering. No outside caterers permitted.