

# 2026 USE/EVENT RENTAL RATES

Use/Rental rates set by BCRA below DO NOT include Event Insurance. Standard Daily Reservation Term is 8AM to 11PM. Rates apply to TOTAL LENGTH OF OCCUPANCY (includes pre-event setup and post-event cleanup time). Cash, check and electronic forms of payment (Venmo, PayPal) are accepted. (Revised May 13, 2026)

## FACILITY\*\*

### WEST ROUNDHOUSE

Square Footage: 23,000

	<u>SEASONAL (April-October)</u>	<u>OFF-SEASON</u>
One-Day:	\$2,500.00	\$2,000.00
Additional Day:	\$2,000.00	\$1,500.00
5+ Additional Days: Rate subject to approval by BCRA		

### FROG & SWITCH/BLACKSMITH SHOPS

Square Footage: 15,000/5,000

One-Day:	\$1,500.00	\$1,000.00
Additional Day:	\$1,100.00	\$600.00
5+ Additional Days: Rate subject to approval by BCRA		

### ROUNDHOUSE/FROG & SWITCH/BLACKSMITH SHOPS

One-Day:	\$2,000.00	\$1,500.00
Additional Day:	\$1,500.00	\$1,000.00
5+ Additional Days: Rate subject to approval by BCRA		

### MARKET EVENTS

#### FROG & SWITCH/BLACKSMITH SHOPS/ROUNDHOUSE

One Day: \$525 per Day  
Two Days: \$850 per Day  
5+ Days: \$375 per Day  
10+ Days: \$250 per Day  
20+ Days: \$175 per Day)

### MARKET EVENT UTILITY FEE: \$25 per Day

### ON-SITE PHOTO/VIDEOGRAPHY\*\*

Minimum Fee (One-Hour): \$100  
Second (and Subsequent) Hour: \$50  
Daily Rate (up to five days): \$250  
Sixth (and Subsequent) Day: \$50  
Sixtieth (and Subsequent) Day: \$25

\*\*Rates do not include applicable Utility Fees

### AFTER HOURS (PARANORMAL): 11PM-8AM

\$300 per hour (4-hour minimum)

### FURNISHING RENTALS:

Chairs: \$1.75 per chair (up to 250)  
Tables: \$7.50 per Round (60")  
\$5.00 per Rectangle (72")  
Dance Floor: \$500 (18 x 18)

### RATE DISCOUNTS/IN-KIND SUPPORT

- Nonprofit (501(c)(3) Organizations/Secondary Public Schools: 25% rental/furnishing discount
- Open to the Public, Free Admission History Education Events: *Donation Requested*
- In-Kind/Community Service Rental Rate Waiver: *Subject to BCRA Approval*
- Student Photography/Videography: *Donation Requested*

### TRANSACTION FEES/OVERTIME USE

- \$500 per hour when facility use after 11PM without prior reservation
- Returned/Bounced Check Charge: \$100

### NOTICE: CITY OF MARTINSBURG BUSINESS & OCCUPATION TAX ORDINANCE, HEALTH DEPARTMENT, FIRE MARSHAL, ALCOHOL BEVERAGE CONTROL ADMINISTRATION RULES

- Mass Gathering Permit from the Berkeley County Health Department is required for groups of 500+
- Multiple Doors of Buildings Must Remain Open During Use to Comply with Fire Safety Code.
- Certain temporary climate control equipment is allowed in West Roundhouse and Frog & Switch/Blacksmith Shops upon Inspection.
- Health Department and Alcohol Beverage Control Administration (ABCA) Permits are Required for Certain Public Events
- Retail vendors are required to adhere City of Martinsburg Business and Occupation Tax Ordinance (\$10 per business)

**RATES MAY BE ADJUSTED AT THE DISCRETION OF THE BERKELEY COUNTY ROUNDHOUSE AUTHORITY AND ARE SUBJECT TO CHANGE WITHOUT NOTICE.**