

2026 USE/EVENT RENTAL RATES

Use/Rental rates 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.

(Adopted October 8, 2025)

WEST ROUNDHOUSE (NO On-Site HVAC)

Square Footage: 23,000

	<u>SEASONAL*</u>	<u>OFF-SEASON</u>
One-Day:	\$2,000.00	\$1,500.00
Additional Day:	\$1,500.00	\$1,000.00

FROG & SWITCH/BLACKSMITH SHOPS (NO On-Site HVAC)

Square Footage: 15,000/5,000

One-Day:	\$1,500.00	\$1,000.00
Additional Day:	\$1,100.00	\$600.00

ROUNDHOUSE/FROG & SWITCH SHOP (2-BLDG PACKAGE)

One-Day:	\$2,500.00	\$2,000.00
Additional Day:	\$2,000.00	\$1,500.00

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***SEASONAL = April, May, June, September, October**

AFTER HOURS: 11PM-8AM

\$300 per hour (4-hour minimum)

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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:	\$35
Sixtieth (and Subsequent) Day:	\$25

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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
- **Free Admission, Public History Education Events:** Donation Requested
- **In-Kind/Community Service Rental Rate Waiver:** Subject to Berkeley County Roundhouse Authority Approval
- **Student Photography/Videography:** Donation Requested

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TRANSACTION FEES/OVERTIME USE

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

HEALTH DEPARTMENT & FIRE MARSHAL COMPLIANCE

- *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 to City of Martinsburg Business and Occupation Tax Ordinance (\$10 per business vendor).**

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