

RENTAL RATES FOR 2023 EVENTS

The historic Baltimore and Ohio Railroad Martinsburg Shops are available for rent for a wide array of public and private events. **Rates below DO NOT include Event Security Services or Event Insurance.****

WEST ROUNDHOUSE

Square Footage: 23,000	
Climate Control: N/A	
Tables/Chairs: Available	
Flooring Surface: Concrete/Industrial	
Half-Day (4-Hour)***	\$750.00
One-Day Rental	\$1,000
Two-Day Rental	\$1,800.00
Three-Day Rental	\$2,500.00
Four Days or More per Month	\$3,000.00
Additional Day	\$950.00

FROG & SWITCH/BLACKSMITH SHOPS

Square Footage: 15,000/5,000	
Climate Control: N/A	
Tables/Chairs: Available	
Flooring Surface: Fine Gravel/Concrete	
Minimum Fee (4-Hour)***	\$600.00
One-Day Rental	\$900.00
Two-Day Rental	\$1,600.00
Three-Day Rental	\$2,500.00
Four Days or More per Month	\$3,000.00
Additional Day	\$850.00

TWO-BUILDING PACKAGE

Minimum Fee (per day)	\$1,600
Two-Day Rental	\$2,400
Three-Day Rental	\$3,800
Four Days or More per Month	\$4,700
Eight Days or More per Year	\$9,500

ALL BUILDINGS & GROUNDS

Minimum Fee (per day)	\$3,000
Two-Day Rental	\$4,500
Three-Day Rental	\$7,000
Four-Day Rental	\$8,500
Eight Days or More per Year	\$15,000
Additional Day	\$2,000

****Rates are applied to total length of occupancy, including time reserved for pre-event setup and post-event cleanup.**

*****Use exceeding Four-Hour rental will be charged One-Day Rental.**

AFTER HOURS RENTALS (11 p.m. – 8 a.m.) \$300 per hour (4-hour minimum)

PHOTOGRAPHY/VIDEOGRAPHY (ON-SITE)

Minimum Fee (One Hour): \$100

Second (and Subsequent) Hour: \$50

FURNISHINGS

Chairs (per chair): \$1.75

Tables (per table):

- Round (60-inch) \$7.50

- Rectangle (72-inch) \$5.00

NONPROFIT RENTAL RATE DISCOUNT

Nonprofit (501(c)(3) Organizations: 25%

History/Heritage Education Events: Donation Requested

PENALTY/OVERTIME CHARGES

Overtime (Daytime Events after 11 p.m.): \$300 per hour

Returned/Bounced Check Charge: \$100

HEALTH DEPARTMENT & FIRE MARSHAL COMPLIANCE

- **Mass Gathering Permit from Berkeley County Health Department is required for groups of 500+ people.**
- **Building Conditions Require MULTIPLE Doors to Be Open During Building Use to Comply with Fire Safety Code**
- **Buildings are NOT equipped with HVAC systems**
- **Temporary climate control equipment is allowable upon inspection**
- **Health Department Permits Required for Public Events**

TECHNICAL SERVICES

Special audio needs or technical services, including but not limited to; fog machines, lighting gels, projectionists, stage extensions, etc., will be subject to separate negotiations and fees.

Rates may be adjusted at the discretion of the Berkeley County Roundhouse Authority and are subject to change without notice.