

RENTAL/DEPOSIT RATES FOR 2024 EVENTS

Certain facilities at 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. Daily Reservation Term is 8 a.m. to 11 p.m.****

NON-REFUNDABLE DEPOSIT: \$750 (Must Submit with Signed Contract to Secure Reservation Date(s).

REFUNDABLE SECURITY DEPOSIT: \$500 (Certified Check/Cash - Must be paid prior to taking occupancy of reserved premise)

WEST ROUNDHOUSE

Square Footage: 23,000

Climate Control: N/A

Dance Floor/Tables/Chairs: Available

Flooring Surface: Concrete/Industrial

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|------------------|------------|
| • One-Day Rental | \$1,500.00 |
| • Additional Day | \$1,000.00 |

Seasonal Rates
(April/May/September/October)

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|------------|
| \$2,000.00 |
| \$1,500.00 |

FROG & SWITCH/BLACKSMITH SHOPS

Square Footage: 15,000/5,000

Climate Control: N/A

Tables/Chairs: Available

Flooring Surface: Fine Gravel/Concrete

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|------------------|------------|
| • One-Day Rental | \$1,000.00 |
| • Additional Day | \$600.00 |

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| \$1,500.00 |
| \$1,100.00 |

TWO-BUILDING PACKAGE

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|------------------|------------|
| • One-Day Rental | \$2,000.00 |
| • Additional Day | \$1,500.00 |

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| \$2,500.00 |
| \$2,000.00 |

****Rates are applied to total length of occupancy, including time reserved for pre-event setup and post-event cleanup. Penalty/Overtime Charges are applied after 11 PM.**

FURNISHINGS

- Chairs (per chair): \$1.75
- Tables (per table):
 - Round (60-inch) \$7.50
 - Rectangle (72-inch) \$5.00
- Dance Floor (18' x 18'): \$500

NONPROFIT RENTAL RATE DISCOUNT

- Nonprofit (501(c)(3) Organizations: 25%
- History/Heritage Education Events: Donation Requested

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

PENALTY/OVERTIME CHARGES

- Overtime (Daytime Events after 11 p.m.): \$500 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.

MULTIPLE Doors Must Remain Open During Building Use Comply with Fire Safety Code

Buildings are NOT equipped with HVAC/Climate-Control systems

Certain temporary climate control equipment is allowable upon inspection

Health Department Permits Required for Public Events

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