

2026 USE/EVENT RENTAL RATES

Use/Rental rates set by Berkeley County Roundhouse Authority (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 January 14, 2026)

WEST ROUNDHOUSE

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
5+ Additional Days: Rate subject to approval by BCRA		

FROG & SWITCH/BLACKSMITH SHOP

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 SHOP (PACKAGE)

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		

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

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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.