

RENTAL RATES FOR 2023 EVENTS

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

WEST ROUNDHOUSE

Seating Capacity: 500
 Square Footage: 23,000 sf
 Climate Control: N/A
 Tables/Chairs: Available
 Flooring Surface: Industrial/Concrete

Half-Day (4-Hour)***	\$750.00
One-Day Rental	\$1,000.00
Two-Day Rental	\$1,800.00
Three-Day Rental	\$2,500.00
Four Days or More per Month	\$3,000.00
Eight Days or More per Year	\$6,000.00
Additional Day	\$950.00

FROG & SWITCH-BLACKSMITH SHOP

Seating Capacity: 600
 Square Footage: 25,000 sf
 Climate Control: N/A
 Tables/Chairs: Available
 Flooring Surface: Gravel (fine)

Minimum Fee (4-Hour)***	\$600.00
Minimum Fee (per day)	\$900.00
Two-Day Rental	\$1,600.00
Three-Day Rental	\$2,500.00
Four Days or More per Month	\$3,000.00
Eight Days or More per Year	\$6,000.00
Additional Day	\$850

BRIDGE & MACHINE SHOP (First Floor Only)

Seating Capacity: 600
 Square Footage: 10,000 sf
 Climate Control: N/A
 Tables/Chairs: Available
 Flooring Surface: Gravel (course)

Minimum Fee (4-Hour)***	\$600.00
Minimum Fee (per Day)	\$900.00
Two-Day Rental	\$1,600.00
Three-Day Rental	\$2,500.00
Four Days or More per Month	\$3,000.00
Eight Days or More per Year	\$6,000.00
Additional Day	\$850

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
Additional Day	\$1,300

ALL BUILDINGS & GROUNDS

Minimum Fee (per day)	\$3,000
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Two-Day Rental	\$4,500
Three-Day Rental	\$7,000
Four Days or More per Month	\$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
--Round (72-inch)	\$9.50
--Rectangle (72-inch)	\$5.00

NONPROFIT 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 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 & STAGE 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.