

2026 USE/EVENT RENTAL RATES

Use/Rental rates set by 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 September 9, 2026)

EVENTS*

WEST ROUNDHOUSE

Square Footage: 23,000

	<u>April-October</u>	<u>November-March</u>
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		

FROG & SWITCH/BLACKSMITH SHOPS

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/BLACKSMITH SHOPS

One-Day:	\$3,500.00	\$2,500.00
Additional Day:	\$2,500.00	\$1,800.00
5+ Additional Days: Rate subject to approval by BCRA		

MARKET EVENTS

FROG & SWITCH/BLACKSMITH SHOPS/ROUNDHOUSE

One Day: \$525 per Day
Two Days: \$850 per Day
5+ Days: \$375 per Day
10+ Days: \$250 per Day
20+ Days: \$175 per Day)

MARKET EVENT UTILITY FEE: \$25 per Day

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: \$50
Sixtieth (and Subsequent) Day: \$25

****Rates do not include applicable Utility Fees**

AFTER HOURS (PARANORMAL): 11PM–8AM

\$300 per hour (4-hour minimum)

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 BCRA Approval*
- Student Photography/Videography: *Donation Requested*

TRANSACTION FEES/OVERTIME USE

- \$500 per hour when facility is in use, including post-event cleanup, after 11PM without reservation.
- Returned/Bounced Check Charge: \$100

NOTICE: CITY OF MARTINSBURG BUSINESS & OCCUPATION TAX ORDINANCE, HEALTH DEPARTMENT, FIRE MARSHAL, ALCOHOL BEVERAGE CONTROL ADMINISTRATION RULES

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

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