

2022 RENTAL RATE SHEET

The Roundhouse and associated historic buildings and grounds at the Baltimore and Ohio Railroad Martinsburg Shops are available for use at competitive rental fees and personnel costs. After consulting with the Event Manager, the lessor will be provided with a Cost Estimate before entering into a contract.

The Cost Estimate does not include any additional fees charged for required cleaning, security services, extraordinary charges, or provision of adequate insurance policy for event coverage.

WEST ROUNDHOUSE

Seating Capacity: 500

Square Footage: 23,000 sf

Climate Control: N/A

Tables/Chairs: Available for Use

Flooring: Industrial/Concrete

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

Seating Capacity: 600

Square Footage: 10,000 sf

Climate Control: N/A

Tables/Chairs: Available for Use

Flooring: Gravel

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

FROG & SWITCH-BLACKSMITH SHOP

Seating Capacity: 600

Square Footage: 25,000 sf

Climate Control: N/A

Tables/Chairs: Available for Use

Flooring: Gravel

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

EAST ROUNDHOUSE RUINS

Seating Capacity: N/A

Square Footage: 18,000 sf

Climate Control: N/A

Tables/Chairs: N/A

Flooring: Industrial/Concrete/Rustic

Minimum Fee (per day) \$300.00

Two-Day Rental \$500.00

Three-Day Rental \$800.00

Four Days or More per Month \$1,000.00

Eight Days or More per Year \$2,000.00

Additional Day \$250

TWO-BUILDING PACKAGE

Minimum Fee (per day)	\$1,400
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)	\$2,500
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
After Hours (11 p.m. – 8 a.m.)	\$300 per hour (4-hour minimum)

PHOTOGRAPHY (ON-SITE)

Minimum Fee (hourly rate)	\$100
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FURNISHINGS

Chairs (per chair)	\$1.75
Tables (per table)	
--Round (60-inch)	\$7.50
--Round (72-inch)	\$9.50
--Rectangle (72-inch)	\$5.00

DISCOUNTS

Nonprofit < \$250,000 annual revenue	50%
Nonprofit > \$250,000 annual revenue	35%
Military/Seniors/Veterans	35%
History/Heritage Education	Donation Requested

NOTES:

- Mass Gathering Permit from Berkeley County Health Department is required for groups larger than 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

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

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.

PENALTY CHARGES

- Overtime (activity after 11 p.m.): \$500 per half hour
- Cleaning Fee: \$500 minimum charge for failure to restore to "as is" condition
- Security Services Fee: \$500 (per hour)
- Returned/Bounced Check Charge: \$50
- Late Payment Fee: A 2% per day charge is assessed on all balances not paid as per contracted payment schedule.

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