

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 for Use

Flooring: 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

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: Concrete/Uneven

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)	\$1,600
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
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 RENTALS (11 p.m. - 8 a.m.) \$300 per hour (4-hour minimum)

PHOTOGRAPHY/VIDEOGRAPHY (ON-SITE)

Minimum Fee (hourly rate) \$100

FURNISHINGS

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

RENTAL RATE DISCOUNT

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

PENALTY 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 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
- Health Department Permits Required for Public Events

****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.

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