

2022 RENTAL RATE SHEET

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

***The Cost Estimate is based on the nature of event and does not include any additional fees charged for required cleaning, security services or provision of adequate insurance policy for event coverage.**

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ROUNDHOUSE RENTAL RATES

Basic Fee (4-Hour)**	\$600.00
Basic 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 RENTAL RATES

Basic Fee (per Day)	\$500.00
Two-Day Rental	\$800.00
Three-Day Rental	\$1,300.00
Four Days or More per Month	\$1,700.00
Eight Days or More per Year	\$3,500.00
Additional Day	\$450

FROG & SWITCH SHOP RENTAL RATES

Basic Fee (per day)	\$500.00
Two-Day Rental	\$800.00
Three-Day Rental	\$1,300.00
Four Days or More per Month	\$1,700.00
Eight Days or More per Year	\$3,500.00
Additional Day	\$450

ROUNDHOUSE RUINS RATES

Basic 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

ALL BUILDINGS & GROUNDS RENTAL RATES

Basic Fee (per day)	\$2,500.00
Two-Day Rental	\$4,500.00
Three-Day Rental	\$7,000.00
Four Days or More per Month	\$8,500.00
Eight Days or More per Year	\$15,000.00
Additional Day	\$2,000.00
After Hours (11 p.m. – 8 a.m.)	\$300 per hour (4-hour minimum)

PHOTOGRAPHY RENTAL RATES

Basic Fee (hourly rate)	\$25
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DISCOUNT RATES

Nonprofit (< \$250,000 annual revenue)	50%
Nonprofit (> \$250,000 annual revenue)	35%
Military/Seniors/Veteran Groups	35%
History/Heritage Education Groups/Events	Donation Requested

**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 (daytime rental 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 charge of 2% per day will be assessed on all balances that are not paid as per contracted payment schedule.	

Rates are subject to change without notice by the Berkeley County Roundhouse Authority board of directors.