



MARTINSBURG-BERKELEY COUNTY PARKS & RECREATION BOARD

THE POOR HOUSE FARM BARN

at Poor House Farm Park



Barn Rental Fees *Updated pricing effective December 1, 2023

Barn, Land & Gazebo are included as a package:

- Saturdays April—October is \$1600 per day; Fridays & Sundays are \$875; Mondays—Thursdays are \$675 per day
- Saturdays in November— March is \$1000 per day; Fridays & Sundays are \$675; Mondays—Thursdays are \$350 per day
- Prime Season Package: Friday (entry as early as 8:00am) through Sunday (exit no later than 11:00pm): \$2,800
- Off-Season Package: Friday (entry as early as 8:00am) through Sunday (exit no later than 11:00pm): \$2,400
- Starting April 1, 2024, a \$300 refundable (details provided in Rental Agreement at time of booking) security deposit will be required and added to the final payment total due 90 days prior to your event.
- Reservation is for 8:00am-11:00pm; you must factor all decorating and tear-down into this rental time.
- If alcohol is being served, there is an additional \$25 per hour (with a minimum of two hours) for the time in which the alcohol will be dispensed. M-BC Parks & Recreation does not provide or serve the alcohol. Additional information is available by contacting our Administrative Office.

Rental Procedures and Payment Information

- We do assist those in-person customers FIRST who are in line when our office opens. Therefore it is STRONGLY recommended that you come to our Administrative Office on the morning of the first business day of each month (with the exception of January and February) to make your reservation. It is not uncommon for there to be multiple people who arrived a little early to be waiting at our door when we open at 8:30am. We also suggest that you have an alternate date in mind, if you have flexibility, in case the date you want is already booked. Our office is located at the Berkeley 2000 Recreation Center and IS NOT at the venue location).
- If you are unable to be at our office in person yourself, we suggest that you have someone local come on your behalf to make the reservation and deposit.
- If you decide to contact our office by phone, we will answer calls beginning at 8:30am at 304-264-4842. Your name and number will be taken and your call will be returned in the order it is received once the waiting customers have been helped. If your desired date is available, you will be able to make your booking deposit over the phone. Your confirmation paperwork will be emailed and must be returned to our staff via email by 5:00pm the day the reservation is made.
- A **non-refundable booking deposit of 50%** is due on the date you call or come in-person to reserve the facility. The remaining balance, which will include the alcohol permission fee and the \$300 refundable security deposit, is due 90 days prior to your event. We are unable to book your reservation without payment and a completed Barn Rental Agreement. If you cancel your reservation 90 day or more in advance of you event, your deposit will be forfeited, but no further obligation is required. If you cancel inside of 90 days prior to your event, the full payment made is forfeited and no refund is available for any reason. You will be refunded for any fees associated with alcohol permission, if applicable, and the security deposit.

Barn Amenities

- Seating capacity is a maximum of 114 people.
- There are 18 round 60" tables and a number of rectangle 6' and 8' tables.
- This is a non-smoking facility. There is a designated area located outside of the Barn with appropriate receptacles for those associated with scheduled event.
- The barn has heat and air-conditioning.
- There is a small side room available for your use as a changing area, to keep food and other items out of sight, etc. There is a refrigerator available in this room and we simply ask that you clean it out at the end of your event. There is also a large three-bay catering sink available.
- There are bathrooms available in the side room of the barn; two separate restroom facilities (these are handicapped accessible as well).
- Poor House Farm Park is a public park and while we cannot close the entire facility for your event, we do understand the importance of your day. We will section off your rented area of use to the public to allow for your parking and event needs. The public will have use of all other areas outside of that area to include the pond for fishing and the public restrooms located beside the barn. It is a beautiful setting and we want all who visit to enjoy their time at Poor House Farm Park!

Poor House Farm Park is located just outside of Martinsburg, WV From Interstate 81, take Exit 13—King Street. Go West on Tuscarora Pike for 2.5 miles to Poor House Road.

Turn left onto Poor House Road. Continue 1 mile to the Park entrance on the left.