



MARTINSBURG-BERKELEY COUNTY PARKS & RECREATION BOARD

# THE POOR HOUSE FARM BARN

at Poor House Farm Park



## Barn Rental Fees

Barn, Land & Gazebo are included as a package:

- April—October (Peak Season) / Saturdays: \$1600 per day; Fridays & Sundays: \$875 per day; Mondays—Thursdays are \$675 per day
- November— March (Off-Season) / Saturdays: \$1000 per day; Fridays & Sundays: \$675 per day; Mondays—Thursdays: \$350 per day
- Peak Season Package (April-October): Friday (entry as early as 8:00am) through Sunday (exit no later than 11:00pm): \$2,800
- Off-Season Package (November-March): Friday (entry as early as 8:00am) through Sunday (exit no later than 11:00pm): \$2,400
- 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 time into this rental time.
- For possession, consumption and dispensing of alcohol at The Barn venue for your event, you will need to apply for a special event permit. This daily permit fee is \$250. M-BC Parks & Recreation does not provide or serve the alcohol.

## 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 payment on your account while on the call. 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 \$250 Alcohol Permit Application fee (if applicable) 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 the Alcohol Permit Application, if applicable, and the security deposit.
- Seating capacity is a maximum of 114 people.
- There are 18 round tables and 14 rectangle 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. There is a standard refrigerator/freezer 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 compartment commercial sink available for dishwashing.
- 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!
- The 1916 at Poor House Farm Park is an optional venue for wedding party preparations. The brick house features a first-floor Bridal Suite and a second-floor Grooms Lounge that are beautifully decorated and appointed for your use to get ready for your special day. This is an additional fee and can be rented for the day or for the weekend, if you have a weekend Barn package. Pricing available on our website or by contacting our Administrative Office. (Note: The 1916 at PHF Park is not an overnight accommodations venue).

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.