



*“Mountains of Opportunity for  
Business and Pleasure”*

*101 West River Street  
P.O. Box 1020  
Red River, New Mexico 87558  
(575) 754-1708*



Mayor Linda Calhoun

# WELCOME from the MAYOR

I'd like to thank you for your interest in the Red River Conference Center. Built in 2002, this state-of-the-art facility has been very instrumental in Red River's recent growth and headway into the next generation of meetings and conferences. You see, in Red River, a meeting is more than just a meeting. It's an experience your group will cherish for a lifetime. Red River has attracted adventure enthusiasts for decades, seeking memorable experiences in the thousands of acres of national forest surrounding our town. Combine that with the natural beauty of the mountains, the 40 + lodges, shops, and restaurants in walking distance, and the modern conveniences of the Red River Conference Center, and you have the ideal meeting destination. So take a break! This should be about more than business! Let the Red River Conference Center staff arrange activities for your group so you can sit back and enjoy the serenity of the southern Rocky Mountains.

Hope to see you in Red River!

*Linda Calhoun*

Mayor Linda Calhoun



### Accommodations and Dining

- The Red River Conference Center is located directly in the middle of town, easily within walking distance of over 40 lodging accommodations. Included in your packet is a list of Red River lodges that are all eager to serve your group.
- Red River has numerous restaurants to suit any dining need!

### Entertainment

- Red River has so much to offer your group post-meeting! Most activities are walkable from the conference center. Let us help you choose activities like hiking, horseback riding, fishing, taking a jeep tour, enjoying a Cowboy Evening dinner, golfing, river rafting, skiing, snowboarding, and more. You'll quickly see why we offer "Mountains of Opportunity for Business and Pleasure."

### Conference Center Booking Services

- We offer 10,000 square feet of exhibit hall space for banquets, meetings, exhibits, or receptions for up to 710 attendees.
- Within walking distance of 40 lodges, shops, and restaurants.

### On-Site Support

- The Red River Conference Center staff is available to assist you in all practical aspects of planning your event, and a staff member will be available any time your group is in the Conference Center. Copy and fax machines are available in the Conference Center office at an additional cost.

### Visitor Literature

- Complimentary copies of the Red River Vacation Guide, describing in-depth all aspects of Red River, are available in our office.

### Additional Services

- Wireless internet available free of charge
- Commercial kitchen
- Local and Enchanted Circle arts & gallery information available
- Museum and special events information available
- Travel and lodging assistance
- Event & tour planning assistance
- Audio/visual equipment available
- Superb acoustics for concerts
- Handicap accessibility
- Outdoor covered pavilion
- Riverfront park for outdoor gatherings
- Children's playground and park area on-site
- Trolley/shuttle service available around the Town of Red River

### Useful Phone Numbers

#### Red River Conference Center

575-754-1708

#### Conference Center fax

575-754-1714

#### Town of Red River (Town Hall)

575-754-2277

#### Red River Chamber of Commerce

575-754-2366

#### Red River Visitor's Center

575-754-1708

#### Miner's Transit (Trolley)

575-770-5959

#### NM Department of Taxation and Revenue

575-827-0700



## RED RIVER CONFERENCE CENTER

Our state-of-the-art conference center can accommodate your group of 10 to 710 with over 10,000 square feet of flexible exhibit space, and one break-out room.



Red River Conference Center	Square Feet	Dimensions	Theater	Classroom	Banquet	Exhibit Booths 10x10	Ceiling Height
Exhibit Hall	10,500	175' x 60'	600	550	400	50	13'
2/3 Exhibit Hall	7,500	125' x 60'	450	300	350	32	13'
1/3 Exhibit Hall	3,000	50' x 60'	300	150	160	13	13'
Conference Room	357	21' x 17'	33	18	N/A	N/A	13'
Commercial Kitchen	380	20' x 19'	N/A	N/A	N/A	N/A	13'
Lobby	494	19' x 26'	N/A	N/A	N/A	N/A	13'

# RED RIVER CONFERENCE CENTER

## Event Booking Policies & Procedures

After contacting the Red River Conference Center, a staff member will work with you to determine space availability. Space is considered "tentative" and subject to first right of refusal until a lease has been signed and returned, and your deposit has been received.

## General Requirements of Rental

The RRCC is open from 7:00 a.m. to 12:00 midnight. Daily rental is a consecutive 10 hour period within those hours. This includes set-up and move-out time. Rentals over 10 consecutive hours will be charged an hourly rate of \$50. Rentals that require staffing before 7:00 am or after 12:00 midnight will be charged an hourly rate of \$100.

A complete itinerary, including rental times and set up arrangements, must be submitted to RRCC staff for approval at least 7 days prior to the event day.

## Conventions/Trade Shows/Concerts

- Vendor names and floor plans must be submitted for approval 30 days before event.
- Schedule of event, including move-in and move-out times, due 30 days before event.
- Copies of contracts with outside providers must be supplied to the Red River Conference Center.
- \$25.00/day booth fee for vendor operations.

## Social Events/Receptions/Weddings

- Floor plan/set-up/remaining rental balance due 30 days prior to the event
- Vendor names due 30 days prior to event

## Entertainment Events

- The event may not be advertised, nor may tickets go on sale, until the event is confirmed.
- Vendor names and set-up are due 30 days in advance.

## Fee Schedule

**Exhibit Hall** \$1,000/Full Day

**2/3 Exhibit Hall** \$780/ Full Day

**1/3 Exhibit Hall** \$510/ Full Day

(If a lessee requires the use of a band, they must rent the entire Exhibit Hall)

## Bar Fees

**In Exhibit Hall** \$100.00 Per Hour  
(Includes one bartender)

Security \$50.00 Per person per hour  
(based on number of guests)

Additional Bartenders \$50.00 Per person per hour

(Does not cover alcohol costs)

## Commercial Rental Rates

Any organized group that plans to sub-let the space in the Conference Center

**Exhibit Hall** \$1170/ Full Day

**2/3 Exhibit Hall** \$765/ Full Day

**1/3 Exhibit Hall** \$494/ Full Day

## Council Chambers

Up to 4 hours \$50

4 – 8 hours \$100

## Commercial Kitchen

Full Day \$150

\*All rates are subject to an annual Consumer Price Index increase effective for rentals after July 1, 2018.

## Bar

- Security must be provided at a ratio of 1 security guard to every 100 anticipated attendees. Additional security may be needed.
- Additional bar set-ups and bartenders are available for an extra fee

### Deposits & Fees

No event is considered confirmed until a rental deposit and damage/cleaning deposit have been paid. Rental deposits will be specified in the contract and are generally equivalent to 25% of the total rental amount. The damage/cleaning deposit is a refundable \$250.00 for the Exhibit Hall, and an additional \$150.00 if you choose to rent the Commercial Kitchen. The damage/cleaning deposit for the Council Chambers are \$100.00. Both the rental deposit and the damage/cleaning deposit are due along with the signed rental agreement. At the completion of your event, a Red River Conference Center staff member will do a thorough walkthrough with you to make sure that all of the cleaning requirements have been met, ensuring you receive the maximum amount of your deposit back. All balances must be paid 30 days prior to event. Failure to pay on time could result in possible cancellation of your event.

### Insurance

The Red River Conference Center may require the Lessee to secure general liability insurance. The Lessee shall be responsible for that expense. The Town of Red River has general liability insurance which covers the basic use of the facility. This insurance covers the Town of Red River only. Please see the full Policies and Procedures for insurance requirements.

### Liquor Control

The Town of Red River does have a liquor license. Alcohol is permitted only if arrangements have been made with The Red River Conference Center.

Absolutely no outside alcohol is allowed inside the Red River Conference Center. If a guest is found with outside alcohol, they will be asked to leave the premises.

All State of New Mexico alcohol laws will be followed including not over-serving guests. Any alcohol served in the conference center must stay inside.

The Red River Marshal's Office reserves the right to close the conference center and end a function early at any time during your rental if they feel it is in the best interest of the guests, public, and conference center staff. Should the Marshal's Office need to be involved in any dispute and have to end your function early you will forfeit 100% of your deposit.

### Parking

Parking is available in front of the Red River Conference Center on River Street. Additional parking is available in the Town of Red River parking lot, located at the corner of River Street and Jacks and Sixes (1/2 block east of the Conference Center).

### Additional Information

Please help us keep the Conference Center in great shape by:

- Refraining from taping, gluing, stapling, tacking, or otherwise creatively attaching anything to any surface or piece of equipment in the Conference Center. We will be happy to provide you with easels or hang a large banner for you (at an additional cost of \$25/banner).
- Please ask a staff member before moving or using any Conference Center equipment or using any empty meeting spaces. A spare table or a vacant room may be intended for another party.
- Please smoke outside of the Conference Center in one of our designated smoking areas.





# SERVICE LIST

Group Name \_\_\_\_\_ Event Date \_\_\_\_\_

**Please tell us which items or services you will need during your event:**

## AUDIO VISUAL

### Audio

- 4 Channel Amp \$25.00/day
- Sound Lectern (2) \$10.00/day

### Easels

- Dry Board/Flip Chart \$5.00/day

### Microphones

- Wireless Handheld (2) \$20.00/day

### Podium

- Standing no charge

### Projector

- Optoma Projector \$75.00/day

### Screens

- 4' 40"x40" \$10.00/day
- 8' 96"x96" \$25.00/day

## PAVILION

- Pavilion Rental \$50.00/day
- Propane Grill \$50.00/day

## BRIDGE

- Bridge Rental \$2.00/chair set up

## OFFICE

- Copies (B&W) \$.25/page
- (Color) \$.50/page
- Fax (send & receive) \$2.00/page
- \$.25/each additional page

## CONVENTION SERVICES

### Linens

- Table Cloths (24 Round Navy) \$2.00 each
- Table Cloths (5 Rectangle Navy) \$2.00 each

### Miscellaneous

- LED Flameless Candles \$1.00 each
- Extension Cords (all sizes) \$10.00 each
- Power Strips \$5.00 each
- Chairs-Black Vinyl (400) No charge
- Chairs-Brown Folding (180) No charge
- 72" Round tables (40) No charge
- 30"x72" tables (30) No charge
- 18"x72" tables (10) No charge
- Torchiere Lamps (7) \$5.00 each
- Black Drink Bar No charge
- Serving Cart \$20.00

### Stage

- 6'x8' Sections (6) \$15.00 each
- Repositioning (each time) \$50.00

### Can Lights

## MISCELLANEOUS

- Banners or signs being hung \$25.00 each

**Please email to [scollver@redriver.org](mailto:scollver@redriver.org) or fax at least 14 days prior to your event: (575) 754-1714**

**Contact us at (575) 754-1708 with any questions**



Red River Lodges that Offer Group Rates

The Alpine Lodge	800-252-2333	<a href="http://www.AlpineLodgeRedRiver.com">www.AlpineLodgeRedRiver.com</a>
Rio Colorado Lodge	800-654-6516	<a href="http://www.RioColoradoCabins.com">www.RioColoradoCabins.com</a>
Terrace Towers Lodge	800-695-6343	<a href="http://www.TerraceTowers-Lodge.com">www.TerraceTowers-Lodge.com</a>
Golden Eagle Lodge	800-621-4046	<a href="http://www.RedRiverLodges.com">www.RedRiverLodges.com</a>
Ponderosa Lodge	575-754-6415	<a href="http://www.ReservationsUnlimited.com">www.ReservationsUnlimited.com</a>
Elk Ridge Lodge	800- 621-4046	<a href="http://www.RedRiverLodges.com">www.RedRiverLodges.com</a>
Best Western River's Edge	877-600-9990	<a href="http://www.BestWestern.com">www.BestWestern.com</a>
Woodlands on the River	800-762-6469	<a href="http://www.WoodlandsRedRiver.com">www.WoodlandsRedRiver.com</a>
The Lodge at Red River	800-91-LODGE	<a href="http://www.LodgeatRedRiver.com">www.LodgeatRedRiver.com</a>
Arrowhead Lodge	800-299-6547	<a href="http://www.ArrowheadLodge.com">www.ArrowheadLodge.com</a>
Sitzmark Sports & Lodging	800- 843-7547	<a href="http://www.SitzmarkNM.com">www.SitzmarkNM.com</a>
Riverside Lodge & Cabins	575-754-2252	<a href="http://www.RiversideLodgeandCabins.com">www.RiversideLodgeandCabins.com</a>
Copper King Lodge	800-727-6210	<a href="http://www.CopperKingLodge.com">www.CopperKingLodge.com</a>
Valley Condominiums	800-333-2398	<a href="http://www.RedRiverValleyCondos.com">www.RedRiverValleyCondos.com</a>
Auslander Condominiums	800-753-2311	<a href="http://www.AuslanderCondominiums.biz">www.AuslanderCondominiums.biz</a>





**Caterers**

Bakery Bowkayes & Beyond	(575) 779-1602
Capo's Italian Restaurant	(575) 754-6297
Shotgun Willie's	(575) 754-6505
Yesterday's Diner	(575) 754-6233

**Wedding Cakes/Confections**

Bakery Bowkayes & Beyond	(575) 779-1602
Frank's Eats and Sweets	(575) 586-2303
Taos Cakes	(575) 779-6659

**Photographers**

Living the Dream Photography <a href="http://www.livingthedreamphotography.com/">www.livingthedreamphotography.com/</a>	(410) 456-0978
Lucky Shot Photo Parlor <a href="http://www.luckyshotphotoparlor.gallery/">www.luckyshotphotoparlor.gallery/</a>	(575) 613-5462
Southern Exposure <a href="http://www.southernexposurephoto.com">www.southernexposurephoto.com</a>	(800) 754-9520

**Florists**

Angel Fire Floral	(575) 377-5966
Buds Cut Flowers	(575) 758-3555
Elegante Florals <a href="http://www.eleganteflorals.com">www.eleganteflorals.com</a>	(575) 741-0637
The Enchanted Florist <a href="http://www.TaosFlorist.com">www.TaosFlorist.com</a>	(575) 758-3030

**Alcohol Services**

Red River Conference Center	(575) 754-1708
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**Wedding and Event Planning and Coordination**

KWK Events	(575) 595-1971
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## Requirements for Getting Married in Taos County, New Mexico

Marriage licenses can be obtained at:

Taos County Clerk's Office:  
105 Albright Street, Suite D  
Taos, NM 87571  
(575) 737-6380

The Taos County Clerk's office is open Monday - Friday, 8:00 am - 5:00 pm.

There is no waiting period to get a marriage license.

The fee is \$25.00.

Both parties must have a valid driver's license or birth certificate with them in order to obtain a marriage license.

### Suggested Officiants:

First Baptist Church of Red River - Joe Phillips	(575) 754-2882
St. Anthony's Catholic Church	(575) 586-0470
Magistrate Judge Jeff Shannon	(575) 758-4030
Municipal Judge Jim Fambro	(575) 779-6971
District Judge Jeff McElroy	(575) 758-3173
District Judge Sarah Backus	(575) 758-3173
Celebrant Jill Martinez	(575) 737-8467
Tim Collver	(918) 955-7961

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