“Mountains of Opportunity for Business and Pleasure”

101 West River Street
P.O. Box 1020
Red River, New Mexico 87558
(575) 754-1708
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 (8,000 pillows). Included in your packet is a list of Red River lodges that are all eager to serve your group.
• Red River has numerous restaurants, including steak houses, Mexican, Italian, barbeque, fast-food, diner, and more!

Entertainment
• Red River has so much to offer your group post-meeting! Let us help you arrange 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.
• We will provide welcome signs to businesses around town to let your group know we appreciate you choosing Red River.
• Information sent to local restaurants and shops indicating your groups arrival, so they can prepare for larger crowds during your event.

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.

Promotional Support
• We can provide you with any literature or photos needed for advanced promotions or presentations.

Visitor Literature
• Complimentary copies of the Red River Vacation Guide, describing in-depth all aspects of Red River, are available in our office. We can also provide your group with a “First-Time Visitor’s Packet” complete with detailed literature on area activities, attractions, and maps. (Please let us know 48 hours in advance.)

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

101 W. River Street
egay@redriver.org  Red River, New Mexico 87558
www.redriver.org
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, one break-out room, and thousands of acres of additional meeting space in the surrounding Carson National Forest.

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

Fee Schedule

<table>
<thead>
<tr>
<th>Exhibit Hall</th>
<th>$1,000/Full Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/3 Exhibit Hall</td>
<td>$780/ Full Day</td>
</tr>
<tr>
<td>1/3 Exhibit Hall</td>
<td>$510/ Full Day</td>
</tr>
</tbody>
</table>

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

Bar Fees

<table>
<thead>
<tr>
<th>Exhibit Hall</th>
<th>$100.00/Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Security (&gt;2)</td>
<td>$50.00/Per Hour</td>
</tr>
<tr>
<td>Additional Bartenders (&gt;1)</td>
<td>$50.00/Per Hour</td>
</tr>
</tbody>
</table>

(Does not cover alcohol costs)

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

<table>
<thead>
<tr>
<th>Exhibit Hall</th>
<th>$1170/ Full Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/3 Exhibit Hall</td>
<td>$765/ Full Day</td>
</tr>
<tr>
<td>1/3 Exhibit Hall</td>
<td>$494/ Full Day</td>
</tr>
</tbody>
</table>

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.

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.
- Security must be provided at a ration of 1 security guard to every 100 anticipated attendees. Additional security may be needed.

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
**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 $250.00 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 cancelation 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.

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 (30 Round Navy) $2.00 each
- Table Cloths (6 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-Green Fabric (280) No charge
- Chairs-Brown Folding (150) No charge
- 72” Round tables (36) No charge
- 30”x72” tables (30) No charge
- 18”x72” tables (10) No charge
- Torchiere Lamps (7) $5.00 each
- Log Bar (Table & Rack) $20.00
- Wooden Drink Station $20.00
- 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 egay@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 www.AlpineLodgeRedRiver.com
Terrace Towers Lodge 800-695-6343 www.TerraceTowers-Lodge.com
Golden Eagle Lodge 800-621-4046 www.RedRiverLodges.com
Ponderosa Lodge 800-336-7787 www.PonderosaLodge-RedRiver.com
Elk Ridge Lodge 800- 621-4046 www.RedRiverLodges.com
Best Western River’s Edge 877-600-9990 www.BestWestern.com
Woodlands on the River 800-762-6469 www.WoodlandsRedRiver.com
The Lodge at Red River 800-91-LODGE www.LodgeatRedRiver.com
Arrowhead Lodge 800-299-6547 www.ArrowheadLodge.com
Sitzmark Sports & Lodging 800- 843-7547 www.SitzmarkNM.com
Riverside Lodge & Cabins 800-432-9999 www.RedRiver-NM.com
Copper King Lodge 800-727-6210 www.CopperKingLodge.com
Valley Condominiums 800-333-2398 www.RedRiverValleyCondos.com
Auslander Condominiums 800-753-2311 www.AuslanderCondominiums.biz
Caterers
Bakery Bowkayes & Beyond (575) 779-1602
Mountain Treasures (575) 754-2700
Shotgun Willie’s (575) 754-6505
Yesterday’s Diner (575) 754-6233
BLM Catering (575) 770-5759 (520) 235-8061
The Way Coffee (505) 620-9063

Wedding Cakes/Confections
Bakery Bowkayes & Beyond (575) 779-1602

Photographers
Living the Dream Photography (410) 456-0978
Lucky Shot Photo Parlor (575) 613-5462
Southern Exposure (800) 754-9520
www.southernexposurephoto.com

Event Rentals
Celebrations (575) 758-8463
www.taoscelebrates.com

Florists
Angel Fire Floral (575) 377-5966
Buds Cut Flowers (575) 758-3555
Elegante Florals (575) 741-0637
www.eleganteflorals.com
The Enchanted Florist (575) 758-3030
www.TaosFlorist.com

Alcohol Services
Red River Conference Center (575) 754-1708

Wedding Planning
KWK Events (575) 595-1971
https://kwkevents.com/
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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