



*“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, disc golf, 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	575-754-3030
Miner's Transit (Trolley)	575-770-5959
NM Department of Taxation and Revenue	575-827-0700



RED RIVER CONFERENCE CENTER

Our 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	15	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. Your date will be marked as “tentative” once a contract is sent to you. 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 7:30 a.m. to 11:30. Daily rental is a consecutive 10 hour period within those hours. This includes set-up and clean-up 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/DJ, 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

Conference Room

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 based on event size.
- Additional bar set-ups and bartenders are available for an extra fee
- Bar menu options can be found on page 8 of this packet.

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 Conference Room is \$100.00. Both the rental deposit and the damage/cleaning deposit are due along with the signed rental agreement and operating policies. 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.

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). Any damage to the building as a result of decorations may result in loss of your damage/cleaning deposit.
- 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
- Light and Fabric swag hanging \$50.00/hour

Please email to mkhudiakov@redriver.org at least 14 days prior to your event

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

Bar Service Options



If you plan to have alcohol service at your event, you will have the choice of four tiers of menu options. Each tier reflects a different style and price point so that all events can have a bar that fits just right. When booking your event, Conference Center staff will go through the bar service booking form with you. You may request changes to your chosen bar list, and the staff will do our best to accommodate those changes. However, if the requested change is not available to order or significant changes to cost will be made in relation to the changes, staff may decline the request. All listed options are examples. Adjustments may be made due to price and availability.

Basic Beer and Wine: A selection of budget friendly beer and wine to include:

- Coors
- Bud Light
- Michelob Ultra
- Corona
- Dos Equis
- Santa Fe Nut Brown
- Angry Orchard
- A red wine
- A sweet white wine
- A dry white wine

Pricing: \$16.00 per person*

Basic Full Bar: Includes everything from the Basic beer and wine list as well as liquors and mixers like:

- Juarez Silver
- Seagram's Gin
- Captain Morgan Whiskey
- Bacardi Light Rum
- Nemiroff Vodka
- Basic mixers (Sodas, Cranberry Juice, Orange Juice)
- Choice of margarita or sangria as a signature cocktail

Pricing: \$20.00 per person*

Premium Full Bar: A full bar that includes upgraded options like:

- Patron Tequila
- Bombay Sapphire Gin
- Tito's Vodka
- Knob Creek Whiskey
- Jim Beam
- Castillo Rum

Pricing: \$25.00 per person*

New Mexico Local Full Bar: A selection of beer, wine, and liquors from local New Mexico companies. Products included may be from:

- Noisy Water Winery
- Red River Brewery and Distillery
- Santa Fe Brewing Company
- Sheehan Winery
- Rolling Still Distillery

Pricing: \$30.00

*All pricing is based on up to 5 hours of bar service. Minimum 75 people for open bar service. Events smaller than 75 may set up a hosted tab or cash bar. Does not include hourly bar fee costs.



Red River Lodges that Offer Group Rates

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



Caterers

Bakery Bowkayes & Beyond	(575) 779-1602
Capo's Italian Restaurant	(575) 754-6297
Shotgun Willie's	(575) 754-6505
Sky High Pies Pizzeria	(575) 754-6334

Wedding Cakes/Confections

Bakery Bowkayes & Beyond	(575) 779-1602
Jonnie Kakes	(505) 977-3558
Frank's Eats and Sweets	(575) 586-2303
Taos Cakes	(575) 779-6659

Photographers

Lucky Shot Photo Parlor	(575) 613-5462
www.luckyshotphotoparlor.gallery/	
Southern Exposure	(800) 754-9520
www.southernexposurephoto.com	

Florists

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
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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

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