



*“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 (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.

### Attendance Promotion

- The Red River Conference Center can offer your organization/group a free advertising spot with local cable Channel 2, designed to increase attendance and awareness of your event.

### 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.

### 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

800-348-6444

Red River Visitor's Center

877-754-1708

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, two break-out rooms, and thousands of acres of additional meeting space in the surrounding Carson National Forest.



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'
1/3 Exhibit Hall	3,000	50' x 60'	300	150	160	13	13'
2/3 Exhibit Hall	7,500	125' x 60'	450	300	350	32	13'
Conference Room	722	38' x 19'	36	36	36		13'
West Meeting Room	608	32' x 19'	36	36	36		13'
Commercial Kitchen	380	20' x 19'					13'
Lobby	494	19' x 26'					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 due 30 days prior to the event
- Vendor names due 30 days prior to event
- Security arrangements must be made at all events serving alcohol. Security ratio of 1 security guard to every 100 guests. Must be verified with RRCC Director.

## Fee Schedule

**Entire Facility** (Exhibit Hall, West Meeting Room, and Conference Room)

\$748 / Full Day

**Exhibit Hall**

\$695 / Full Day

**1/3 Exhibit Hall**

\$294 / Full Day

**2/3 Exhibit Hall**

\$454 / Full Day

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

## Commercial Rental Rates

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

**Entire Facility**

\$1122 / Full Day

**Exhibit Hall**

\$1043 / Full Day

**1/3 Exhibit Hall**

\$441 / Full Day

**2/3 Exhibit Hall**

\$682 / Full Day

## Conference Rooms

Up to 4 hours \$48

4 – 8 hours \$91

## Portable Conference Rooms

Up to 4 hours \$38

4 – 8 hours \$81

## Commercial Kitchen

Full Day \$81

\*All rates are subject to an annual Consumer Price Index increase effective for rentals after July 1, 2009.

## 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.

### Deposits

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 Conference Room or the West-end Meeting Room is \$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.

### 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 not have a liquor license. Alcohol is permitted only if arrangements have been made with a private liquor license holder who has a special dispenser's permit.

### 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.



The Red River Conference Center staff is available Monday – Friday, 8:00 am – 5:00 pm, to assist you with any questions on rental, activities, lodging, transportation, catering, or additional services. Give us a call to arrange your next group function!

(575) 754-1708

# 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 \$20.00/day

### Podium

- \_\_ standing no charge

### Projector

- \_\_ LCD Proxima(1) \$250.00/day
- \_\_ Overhead \$20.00/day

### Screens

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

### Televisions

- \_\_ 31" w/VCR or DVD \$30.00/day
- \_\_ 36" w/VCR or DVD \$45.00/day

## MISCELLANEOUS

- \_\_ Banners or signs being hung \$25.00/banner
- \_\_ Ad on local cable channel \$10.00/day

## PAVILION

- \_\_ Pavilion rental \$30.00/day
- \_\_ Propane Grill \$100.00/day  
(\$50.00 deposit)

## OFFICE

- Copies (B&W) \$.25/page
- (Color) varies
- Fax (send & receive) \$2.00 1st pg  
\$1.00 add'l pages

## REPLACEMENT

- Extension Cords \$10.00 each
- Power Strips \$10.00 each
- Table Skirts \$20.00 each
- Table Cloths \$15.00 each

## CONVENTION SERVICES

### Linens

- \_\_ Table Cloths (all sizes) \$2.00 each
- \_\_ Skirts (Burgundy) \$5.00 each

### Miscellaneous

- \_\_ Champagne Fountain \$40.00/day
- \_\_ Extension Cords (all sizes) \$10.00 each
- \_\_ Power Strips \$5.00 each
- \_\_ Chairs (400) No charge
- \_\_ 72" Round tables (40) No charge
- \_\_ 30"x72" tables (30) No charge
- \_\_ 18"x72" tables (10) No charge
- \_\_ Layout change during event \$150.00 each

### Stage

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

**Please fax at least 7 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.GoldenEagleLodgeRedRiver.com">www.GoldenEagleLodgeRedRiver.com</a>
Ponderosa Lodge	800-336-7787	<a href="http://www.PonderosaLodge-RedRiver.com">www.PonderosaLodge-RedRiver.com</a>
Elk Ridge Lodge	(800) 621-4046	<a href="http://www.ElkRidgeLodgeRedRiver.com">www.ElkRidgeLodgeRedRiver.com</a>
Aspen Lodge	800-284-0899	<a href="http://www.AspenLodgeRR.com">www.AspenLodgeRR.com</a>
Best Western River's Edge	877-600-9990	<a href="http://www.RedRiverNM.com/BestWestern">www.RedRiverNM.com/BestWestern</a>
Rocky Mountain Manor	800-262-6679	<a href="http://www.RockyMountainManor.net">www.RockyMountainManor.net</a>
Woodlands Condominiums	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.SitzmarkLodgeNM.com">www.SitzmarkLodgeNM.com</a>
Riverside Lodge & Cabins	800-432-9999	<a href="http://www.RedRiver-NM.com">www.RedRiver-NM.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.RedRiverNM.com/ValleyCondos">www.RedRiverNM.com/ValleyCondos</a>
Auslander Condominiums	800-753-2311	<a href="http://www.AuslanderCondominiums.com">www.AuslanderCondominiums.com</a>



## Additional Services

### **Caterers**

Bobcat Pass Adventures	(575) 754-2769
Help Me Rhonda	(575) 779-0323
Mountain Treasures	(575) 754-2700
Shotgun Willie's	(575) 754-6505
The Lodge at Red River	(575) 754-6280
The Timbers	(575) 754-6242

### **Wedding Cakes/Confections**

Help Me Rhonda	(575) 779-0323
Onota Bakery	(575) 754-3355
Tonya Lewis	(575) 754-6223
Rocky Mountain Chocolate Factory	(575) 754-2232

### **Photographers**

Lockwood Photography	(575) 758-9298
Red River Photos	(575) 754-1764
Southern Exposure	(800) 754-9520
<a href="http://www.southernexposurephoto.com">www.southernexposurephoto.com</a>	
Wende Woolley	(866) 377-0512

### **Wedding Coordinators/Decorators**

Sandy Bailey	(575) 595-5180
	(575) 387-2971

### **Florists**

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

### **Alcohol Service**

Bull O' the Woods Saloon	(575) 754-2593
The Lodge at Red River	(575) 754-6280
The Timbers	(575) 754-6242

*The Red River Conference Center has table cloths and table skirts available to rent.*



## POLICIES FOR KITCHEN USE

Any caterer or individual using the kitchen is required to submit a refundable \$250.00 damage/cleaning deposit. At the end of each day that the kitchen is used, a walk-through will be done with a representative of the Red River Conference Center. The following items must be completed and this checklist must be signed in order for you receive a refund of your damage/cleaning deposit. If any of these items are left undone/ unsatisfactory, or you do not have this form signed by a member of the Red River Conference Center staff, you will forfeit \$150.00 of your total deposit.

### CATERING GUIDELINES

The Red River Conference Center allows caterers to use facility as hired by an event's coordinator. The caterer will observe the laws and regulations of the State of New Mexico. The caterer will agree not move or change any of the furnishings in the kitchen. The caterer will occupy only areas which are stated to him by the event coordinator.

*You **MUST** ask for assistance from Conference Center staff when lighting the stove/oven*

- \_\_\_\_ Clean all sinks of food and debris, including sink drain boards and stoppers.
- \_\_\_\_ Clean any Conference Center items that you used, including baking sheets and steam table trays. The steam table must also be cleaned and wiped down.
- \_\_\_\_ Wipe down all prep tables, including the bottoms.
- \_\_\_\_ Wipe down grill, stove, and ovens. Clean grease trap, inside of stove, and burners.
- \_\_\_\_ Clean out the coffee pots and drink containers that have been used.
- \_\_\_\_ Remove all food and drink items from the refrigerator.
- \_\_\_\_ Wipe up any food splatters or spills, including those on walls or floor.
- \_\_\_\_ All trash must be removed and placed in the dumpsters to the east of the Conference Center.

\_\_\_\_\_  
Conference Center Staff

\_\_\_\_\_  
Caterer/Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date