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NM**  
EST. **1895**  
RED RIVER, NM

[RedRiver.org](http://RedRiver.org)

RED RIVER, NM

**GUIDE TO WEDDINGS**  
**GUIDE TO FUN**

Reserved

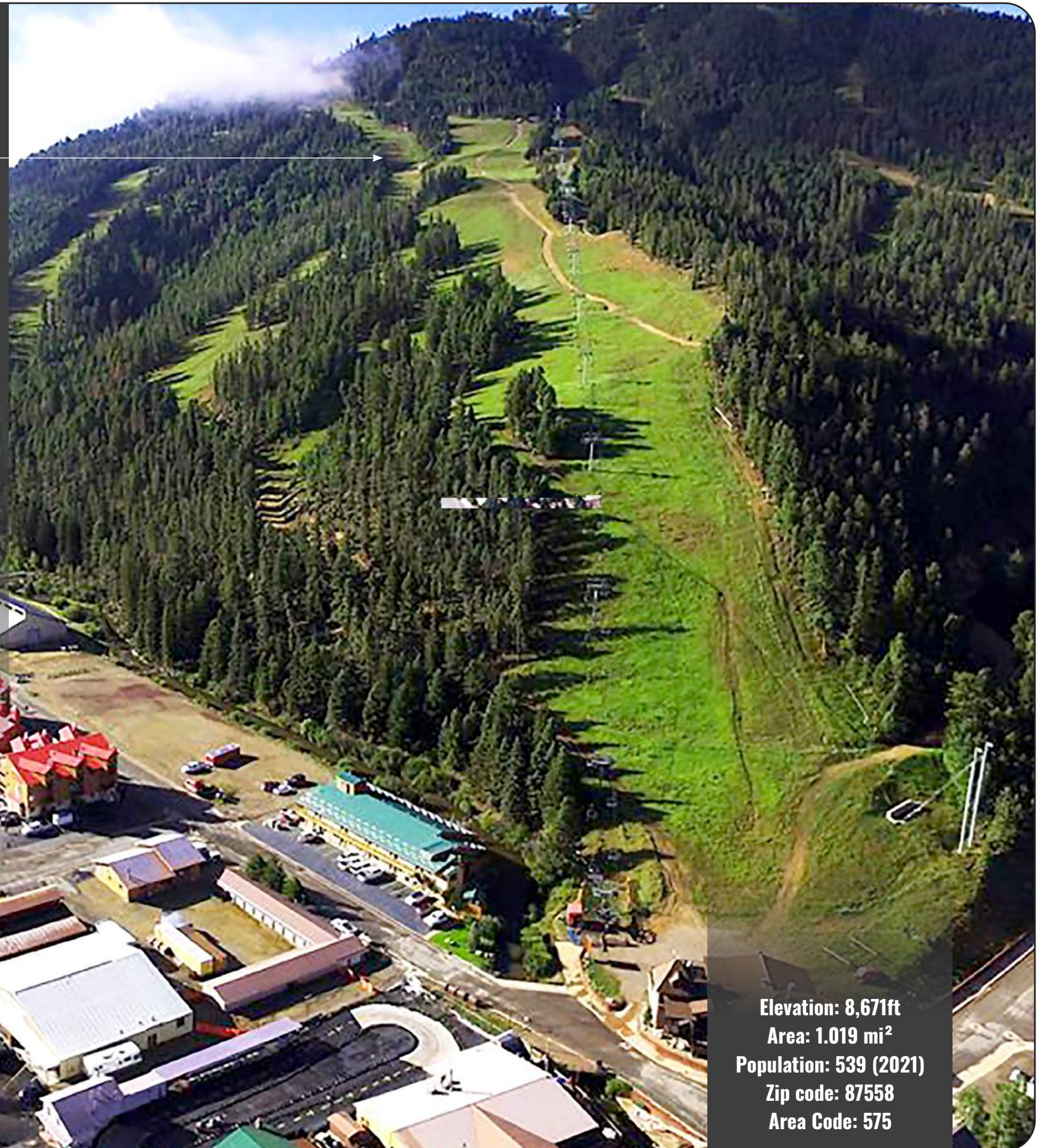




# RED RIVER, NEW MEXICO

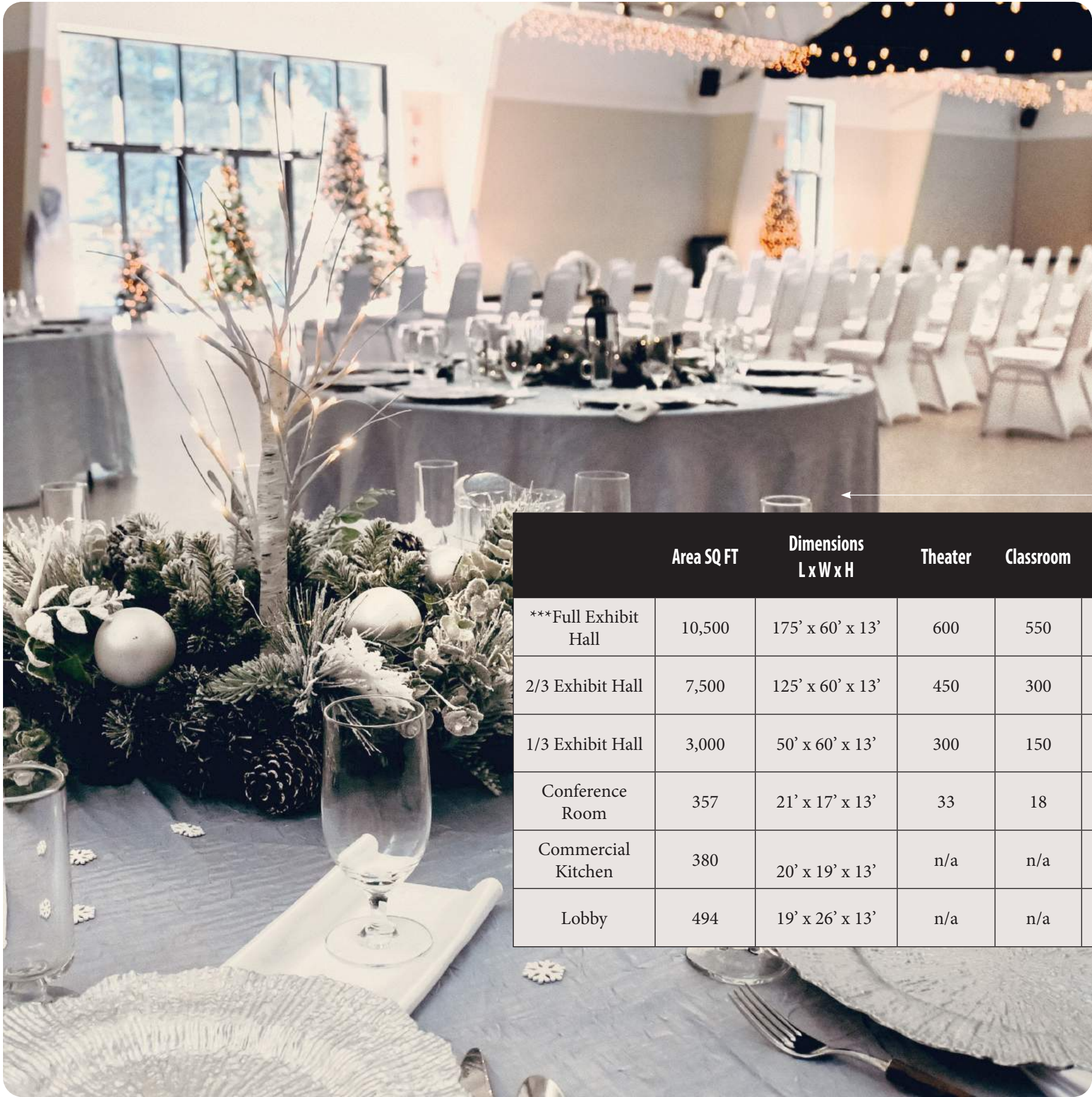
Established in 1895 Red River has strong history of mining. Today it is mainly a tourist town with activities available all year long. Red River is located in Taos County, New Mexico. It is nestled in the San Cristobal Mountain Range, Surrounded by Carson National Forest, and is on the Enchanted Circle byway. With most of its lodging, shopping & eateries located in mile strip, Red River is a great walking town. Summer events start near memorial day weekend annually and continue through October on average. Ski season starts on Thanksgiving. The Red River Visitors Center is open year round to answer your questions or visit [RedRiver.org](http://RedRiver.org). for more information.

**[RedRiver.org](http://RedRiver.org) • (575) 754-1708**



Elevation: 8,671ft  
Area: 1.019 mi<sup>2</sup>  
Population: 539 (2021)  
Zip code: 87558  
Area Code: 575







# 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 a break-out room.

	Area SQ FT	Dimensions L x W x H	Theater	Classroom	Banquet	Exhibit Booth 10x10	Rates \$ Full Day	** Commercial Rates \$ Full Day	Refundable Cleaning/ Damage Deposit
***Full Exhibit Hall	10,500	175' x 60' x 13'	600	550	400	50	\$1000	\$1,170	\$250
2/3 Exhibit Hall	7,500	125' x 60' x 13'	450	300	350	32	\$780	\$765	\$250
1/3 Exhibit Hall	3,000	50' x 60' x 13'	300	150	160	13	\$510	\$494	\$250
Conference Room	357	21' x 17' x 13'	33	18	15	n/a	Under 4 Hours: \$50 4-8 Hours \$100		\$100
Commercial Kitchen	380	20' x 19' x 13'	n/a	n/a	n/a	n/a	\$150		\$150
Lobby	494	19' x 26' x 13'	n/a	n/a	n/a	n/a			

\*\*\* If a lessee requires the use of band/DJ, must rent the entire (full) hall area.  
\*\* Commercial rates apply to any organized group that will sublet the space.

All rates might be subject to an *consumer price index* increase occurring annually after July 1.





# SITE AMENITIES:

- Street Parking and a large municipal parking area available within one block or less
- Mens and Womens Public restrooms
- Guest and Vendor Wifi
- Various chairs and tables \*
- Commercial kitchen \*
- Bar & Bartenders \*
- Security \*
- Audio/visual equipment \*
- Handicap accessibility
- Outdoor covered pavilion \*
- Riverfront park area
- Children's playground and park
- Visitor informational literature/packets and complimentary copies of the Red River Vacation Guide available for guests and attendees.
- Miners transit and the Town of Red River offers a Free Trolley Service to everyone in the town limits, year round between the hours of 7:30 am - 4:45pm daily. Available at a phone call (575) 770-5959.

\* Additional fees apply (see page 10 for details).

*Red River Conference Center Event Coordinator*  
*Shena Cannon • (575) 754-1708 • [scannon@redriver.org](mailto:scannon@redriver.org)*







# ACTIVITIES

**Red River Conference Center is centrally located and is within walking distance to;**

- Roughly 40 lodging accommodations which include cabins, condos, RV Parks and Hotels.
- Over 25 Shops.
- Over 20 restaurants, bars, coffee houses, and breakfast places

**The town of Red River offers all year round activities which can include but are not limited to:**

- themed festivals w/ music and vendors
- hiking
- biking
- horseback riding
- camping
- go-carts
- fishing
- hunting
- jeep tours
- rent your own OHV, ATV
- summer zip lines
- pump track
- rock climbing
- tubing
- disc golf
- winter downhill & cross country skiing
- snowboarding
- snow shoeing

...and more.

**Red River is family and pet friendly.**

*The Red River Conference Center Event Coordinator can help guide you through customizing plans for your groups unique needs.*



# PRICING

## AUDIO VISUAL

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

- Easels**
- Dry Board/Flip Chart .....\$5.00/day
  - Easels.....\$5.00/day

- Microphones**
- Wireless Handheld ..... (2)\$20.00/day

- Podium**
- Standing ..... \$5.00/day

- Projector**
- Projector ..... \$75.00/day

- Screens**
- 8’ 96”x96” ..... \$25.00/day

## PAVILION

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

## CHAIR SET-UP (For Outdoor Areas)

- (100 brown metal folding chairs)
- Bridge Rental.....\$5.00/chair set up
  - Pavilion Rental.....\$5.00/chair set up

## TABLES & CHAIRS (For set up in exhibit hall)

- Chairs-Black Vinyl (400) ..... 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

*\* The Red River Conference Center operates under a New Mexico Liquor License and has to abide by state laws & regulations. Some rules and regulations can be found on page 13. Full Regulations will be provided if you wish to have alcohol at your event.*

## OFFICE

- Copies**
- (B&W) .....\$.25/page
  - (Color) .....\$.50/page

## FABRIC GOODS

- Linens**
- Table Cloths (18 Round Navy) .....\$10.00 each
  - Table Cloths (40 Round Black).....\$10.00 each
  - Table Cloths (5 Rectangle Navy) .....\$10.00 each
  - Table Cloths (8 Rectangle Black).....\$10.00 each

## STAGE

- 6’x8’ Sections (6) .....\$15.00 each
- Banners or signs hanging.....\$25.00 each
- Light and Fabric swag hanging.....\$50.00/hour

## MISCELLANEOUS

- Extension Cords (all sizes) .....\$10.00 each
- Power Strips ..... \$5.00 each

## \* BAR FEES

- In Exhibit Hall..... \$100.00 Per Hour  
*(Includes one bartender, 3 hour minimum)*
- Security.....\$50.00  
*Per person per hour based on number of guests*
- Additional Bartenders.....\$50.00  
*Per person per hour*

## DOES NOT ICLUDE THE COST OF THE ALCOHOL

- **The Town of Red River must provide any and all alcohol.**  
**No outside alcohol is allowed in the facility.**
- **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.
- **The latest a bar can be open is 11p.m.**
- **There is a 3 hour minimum** to have a bar.
- Speak with your Red River Conference Center Event Coordinator for more information on what alcohol is offered in the bar service.

# CONTACTS

## Red River Lodges that Offer GROUP RATES

**Auslander Condominiums**  
(575) 754-2311  
[www.AuslanderCondos.com](http://www.AuslanderCondos.com)

**Best Western River’s Edge**  
(575) 754-2388  
[www.BestWestern.com](http://www.BestWestern.com)

**Riverside Lodge & Cabins**  
(575) 754-2252  
[www.RiversideLodgeandCabins.com](http://www.RiversideLodgeandCabins.com)

**Sitzmark Sports & Lodging**  
(575) 754-2525  
[www.SitzmarkNM.com](http://www.SitzmarkNM.com)

**Edelweiss Condominiums**  
(575) 754-2942  
[www.EdelweissUSA.com](http://www.EdelweissUSA.com)

**Lifts West Hotel**  
(575) 754-2778  
[www.LiftsWest.com](http://www.LiftsWest.com)

**Pioneer Lodge**  
(575) 366-2020  
[www.RedRiverPioneer.com](http://www.RedRiverPioneer.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.

## Event Planning and Coordination

KWK Events..... (575) 595-1971  
  
Dina Coleman..... (575) 770-5883

## Caterers

**Bretts Bistro**  
(575) 754-9959

**Bakery Bowkayes & Beyond**  
(575) 779-1602

**Madam’s Lounge & Theatre**  
(575) 776-4874

**Main Street Pizzeria**  
(575) 754-6334

**Shotgun Willie’s Café**  
(575) 754-6505

**Vine + Dine**  
(806) 340-9278

## Wedding Cakes/Confections

**Bakery Bowkayes & Beyond**  
(575) 779-1602

**JonnieKakes**  
(505) 977-3558

## Photographers

**Lucky Shot Photo Parlor**  
(575) 613-5462

**Southern Exposure**  
(575) 754-6495

**Sydney Von Strohe**  
(214) 437-8881

## Childcare

**Sydney Von Strohe**  
Certified Babysitting  
Care.com

## Useful Phone Numbers

**Red River Conference Center**  
(575) 754-1708

**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

**JJ’s Ride Share**  
(580) 318-1392 (by appt)

**NM Department of  
Taxation and Revenue**  
(575) 827-0700



# RULES, REGULATIONS & POLICYS

## EVENT BOOKING POLICIES & PROCEDURES

Your event dates will be locked in when the contract is signed and recieved.

- ☐ Deposits are due initially with the signed contracts.

### DUE 30 DAYS PRIOR TO EVENT::

- ☐ Floor plan
- ☐ Vendor list
- ☐ Itinerary
- ☐ Remaining rental balance

## DEPOSITS & FEES

Rental deposits are generally 25% of your total.

Failure to pay on time could result in possible cancelation of your event.

To ensure you receive the maximum amount of your deposits back we encourage you to acompany a staff member during the post event walkthrough.

Please Refraine 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.

## GENERAL REQUIREMENTS OF RENTAL

The RRCC is open from 7:30 a.m. to 12:00a.m. A daily rentals is defined as the 10 hour period within those hours. Including the time for set-up and clean-up.

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.

Any changes to the floorplan by the lessee after the initial set-up must be done by the lessee.

## CONVENTIONS /TRADE SHOWS/CONCERTS

### DUE 30 DAYS PRIOR TO EVENT:

- ☐ Floor plan
- ☐ Vendor lists *for vendor operations*
- ☐ Itinerary of event, including move-in and move-out times
- ☐ Copies of contracts with outside providers must be provided
- ☐ Remaining rental balance due

## SOCIAL EVENTS /RECEPTIONS/WEDDINGS

### DUE 30 DAYS PRIOR TO EVENT:

- ☐ Floor plan
- ☐ Vendor list
- ☐ Itinerary
- ☐ Remaining rental balance

## ENTERTAINMENT EVENTS

The event may not be advertised, nor may tickets go on sale, until the event is confirmed.

### DUE 30 DAYS PRIOR TO EVENT:

- ☐ Floor plan
- ☐ Vendor names
- ☐ Itinerary
- ☐ Remaining rental balance

## 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

Alcohol is permitted under the umbrella of of the The Town of Red River's liquor license.

Due to this arrangement, alchol services are only allowed to be done through/with the Red River Conference Center and CAN NOT be served or brought to the event by lessess directly.

Please make sure to discuss these details with the Red River Conference Center's Event Coordinator because misunderstandings can cause cancelation in your event.

**Absolutely no outside alcohol is allowed at 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

## HELP US KEEP THE CONFERENCE CENTER IN GREAT SHAPE BY:

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.

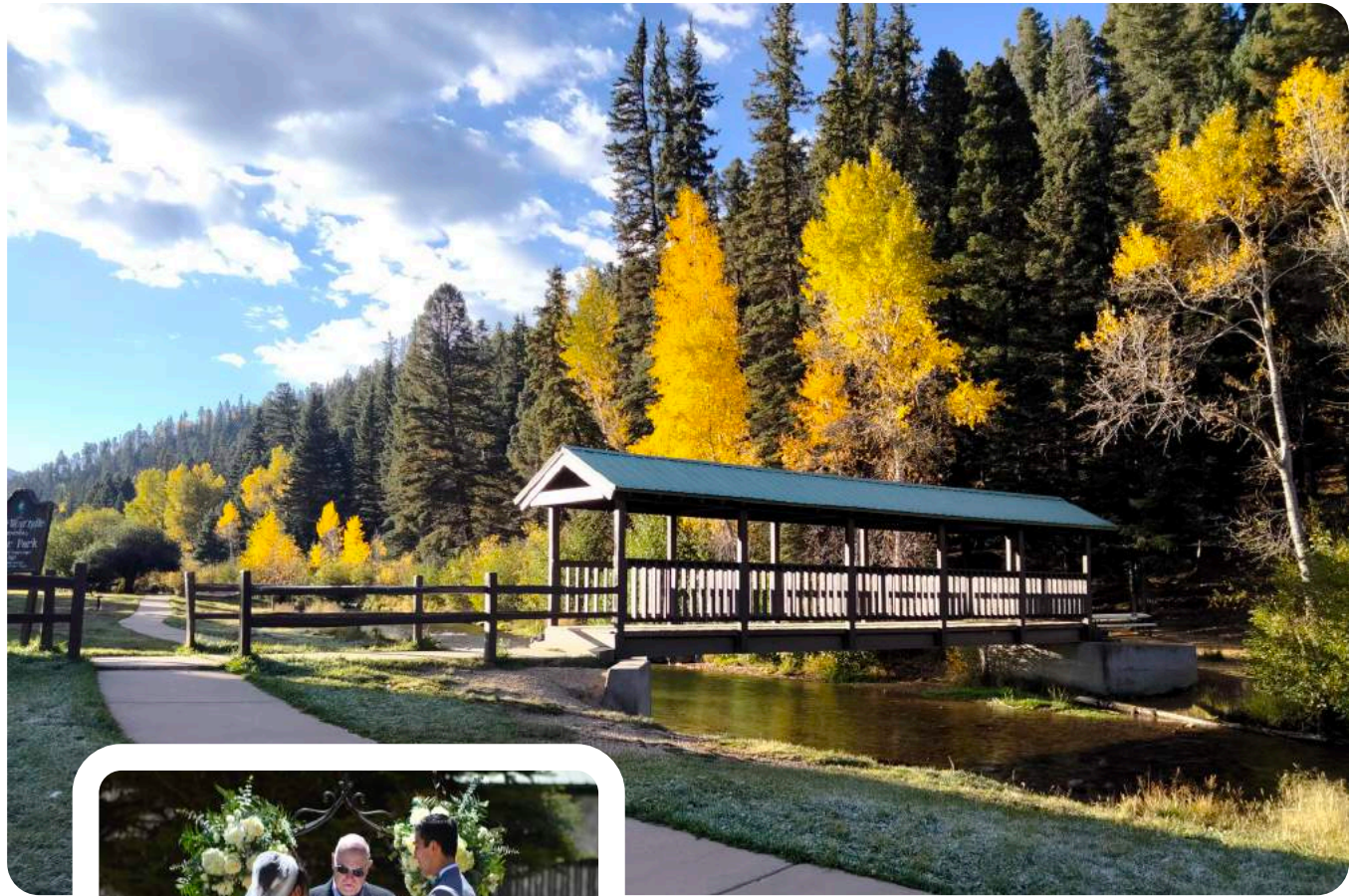
This is a non-smoking facility: Smoking is permitted outside and 6 feet away from the Conference Center.

Shena Cannon  
(575) 754-1708  
[scannon@redriver.org](mailto:scannon@redriver.org)

Red River  
Conference Center  
Coodinator







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