

ROSWELL CONVENTION AND CIVIC CENTER



Contact us

Roswell Convention Center
575-624-6860 ext. 3409
info@roswell-nm.gov

Please review fees and other disclaimers starting below and continuing on the back of this page. You must have deposit, signed rental agreement and certificate of liability to secure your date at least thirty (30) days prior to the event.

Security Deposits for Room Rentals/Catering:

Entire Facility or Exhibit Hall
*\$700 nonrefundable fee applied to final bill

1/2 Exhibit Room
*\$500 nonrefundable fee applied to final bill

All other Rooms
*1/2 of Rental Fee nonrefundable fee applied to final bill

Caterer Deposit
\$250 nonrefundable fee applied to final bill

Facility Room Rental Rates:

Entire Facility Per Day \$3,500 *^
Entire Exhibit Hall (East and West) \$2,250*^
Exhibit Hall East Only \$1,250
Exhibit Hall West Only \$1,250
Lobby / Pre Function Area
Conference Room A \$125
Conference Room B \$125

(Room Rental Rates Continued)

Meeting Room A (Where City Council Meets) \$500
Meeting Room B \$500
Meeting Room C \$250
Meeting Room D \$250
Meeting Rooms A-D Combined \$1,500
Green Room \$75

Set-up and Tear Down Fees:

Setup is available up to 4 hours prior to event start time. Tear down is available up to 2 hours after event end time. ^No additional fee unless setup or tear down extend over the allotted time.

Set-up day prior to event (8:30 a.m. to 4:30 p.m.)
\$300 per room or \$500 for Entire Facility

Set-up prior to event after hours (5 p.m.-9 p.m.)
\$100 an hour

Set-up prior to event after hours (9 p.m. to Midnight)
\$200 an hour

Extended Hour Fee:

All events end at midnight.
Should client wish to extend event, the fee is \$200 per hour per 100 people

Linen Fees:

Round Table Cloth (52 x 52) \$1.50 each
Available Colors: Black, White, Beige, Red, Blue

Oblong Table Cloth (114 x 52) \$2.50 each
Available Colors: Black, Navy Blue, White

Black Spandex Table Linen (114 x 52) \$9.50 each

Table Skirts \$7 per skirt
Available Colors: Black, White

Napkins \$.25 each
Available Colors: Black, White, Beige, Red, Blue

Black Chair Covers \$2 per chair

Shimmery Silver Chair Covers \$2.25 per chair

High Boy Spandex Linens \$3 each

Dance Floor Set-up Fees:

Dance Floor Pieces (3' x 3' section)
\$6 per piece

Dance Floor Small (15' x 15') 25 pieces \$150

Dance Floor Medium (21' x 21') 49 pieces \$294

Dance Floor Large (24' x 24') 64 Pieces \$384

Stage Set-up Fees:

Stage pieces \$28 each
Minimum: 8' by 8', \$252 per day
Maximum: 16' by 40', \$560 per day
Masquerade Mask Prop \$50

Additional Stage pieces (8' x 4') \$28

Props & Draping Fees:

Piping/Draping \$250/room or 1/2 Exhibit Hall
OR \$21 per linear foot
Crystal Chandelier \$200 per day
MirrorX photo booth \$125 per hour

Lift Fees:

Lift usage to drape room
Not included in Draping Fee \$250
Scissor Lift \$25 each

Audio Visual Fees:

Audio Visual is included in rental of room screens, projectors and 2 microphones
Additional Fees for additional items

Distribution Box \$75 per box

Phone Line with Phone Access (Landline for Depositions) \$50 per line

High Speed Hard Wired Internet \$250 per line/port

Restricted Wireless Access: Complimentary to guests

Analog Telephone Line (POTS)

- Call for Quote -

This service requires at least 21 days' notice to order Qwest Services.

Misc. Fees & Services:

Podiums \$20 each

Extension Cords \$15 each

Flip Chart with Pad \$35 each

Additional Flip Chart Pad \$25 each

HDMI Cables \$15.00 each

Bar Set-up Fees:

Bar Set-Up \$75 per bar

Personnel Fees*:

Security Level I \$30 per hour

Security Level II \$35 per hour

Security Level III \$38 per hour

Bartender for event \$30 per hour per bartender

Ticket Taker \$18 per hour per Ticket Taker

Usher \$18 per hour per Usher

Uniformed Police Officer - Call

*All personnel charges are per hour and require a four-hour minimum.

Clean-up & Room Change Fees:

Glitter/Confetti Clean-up \$250

Excess Trash Removal Fee \$350

Room Change Fee \$100 per hour

Prices are subject to change without notice. For other assorted decorations, ask Sales Manager.