

## BOOKING GUIDELINES

### GENERAL:

To check availability and reserve space, please contact our Sales Office at sales@santafe.org. The Santa Fe Convention & Visitors Bureau exercises booking control of the facility and adheres to the following guideline: meetings and events with sleeping room blocks booked through the Convention & Visitors Bureau (room blocks greater than 250 room nights) may be booked at any time; those events with no sleeping rooms or sleeping room blocks under 250 room nights will not be confirmed until one year prior to the event date(s).

A full description of event-related requirements is contained in the Santa Fe Convention Center's Operations and Facility Policies. Specific topics include:

### FACILITY USE AGREEMENT:

This is the basic, legally binding contract that, once signed, requires a confirmation deposit.

### OTHER SPACE ENHANCEMENTS:

The Santa Fe Convention Center contains a Show Office; Secure Storage and Business Center for use with contracted bookings.

### SERVICES AND EQUIPMENT:

The facility will be furnished with standard heating; light; air conditioning; general janitorial services and free wireless connectivity throughout. Should special or additional services and equipment be required, it shall be at the users' expense.

### DEPOSIT:

Due upon signing, the required deposit amount will be equal to 50% of the projected facility cost. A second and final payment of projected costs will be due six (6) months prior to the event date(s).

### CANCELLATION:

Defined completely in the Facility Use Agreement, cancelled events could forfeit all collected payments depending on date of cancellation.

### INSURANCE:

Clients must provide a certificate of insurance for \$2 million that names the City of Santa Fe as an additional insured party.

### SPECIAL EVENTS LICENSE:

Any person with no established business location within the boundaries of the city who brings into the city goods, wares, merchandise and offers the same for sale is required to obtain a Special Events License (Itinerant license).

### AUDIO VISUAL:

The Santa Fe Convention Center will have limited AV equipment for rent. A list of approved AV providers is available.

### CATERING:

A list of approved caterers is available.

### PARKING:

With a 512 space parking facility located underneath the convention center, our Sales staff can assist in directing your needs to the proper Parking Division personnel.

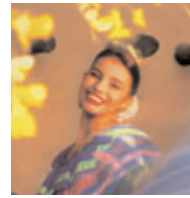
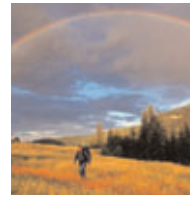
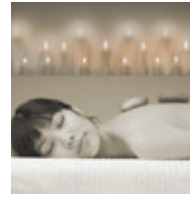
### SECURITY:

For the safety and security of our guests, there will be one Security Guard at the facility at all times. Additional Security may be required by law based on the size of an event; provision of alcohol; nature of the gathering.

### A GREEN BUILDING EXPERIENCE:

It is with great pride that Santa Fe is home to this Silver level LEED Certified Convention Center. LEED means Leadership in Energy and Environmental Design and considers site sustainability, energy and water efficiency, content of materials and resources as well as indoor environmental quality and innovative design. As such, we encourage our clients to partner with us in this 'green' fulfillment by recycling; conserving and embracing a concept of a building with a vision for years to come.

SANTA FE CONVENTION CENTER PO Box 909 Santa Fe, New Mexico 87504



### SANTA FE CONVENTION CENTER

LOCATED IN THE HEART OF SANTA FE'S HISTORIC DISTRICT AND JUST ONE BLOCK FROM THE PLAZA, THE NEW, STATE OF THE ART, LEED CERTIFIED, SANTA FE CENTER, IS OWNED AND OPERATED BY THE CITY OF SANTA FE.

Printed with \*aroma-free\* soy ink on 100% recycled paper.



SANTA FE CONVENTION CENTER SPECIFICATIONS

*Santafe*

THE CITY DIFFERENT

FLOOR PLANS



CAPACITIES

	dimensions (length x width)	usable sq. feet	theater style	classroom 18" tables	banquet 10 top	reception	exhibition 10 x 10	exhibition 8 x 10	standing room
<i>sq. ft. per person</i>									
<b>SWEENEY BALLROOM</b>	<b>182 X 98</b>	<b>17,925</b>	<b>8.5</b>	<b>15</b>	<b>15</b>	<b>9</b>			
North Half (E,F)	91 x 98	8,965	1,050	597	597	1,030	38	50	1,150
South Half (A,B,C,D)	90 x 98	8,960	1,050	597	597	1,030	38	50	1,150
North Third (F)	60 x 98	5,940	695	390	390	820	23	30	750
Middle Third (C,D,E)	61 x 98	6,010	700	395	395	820	23	30	750
South Third (A,B)	61 x 98	5,975	700	395	395	820	23	30	750
Sweeney A	48 x 49	2,395	280	160	160	200	10	17	312
Sweeney B	48 x 49	2,395	280	160	160	200	10	17	312
Sweeney C	30 x 49	1,490	170	100	100	145	7	10	200
Sweeney D	30 x 49	1,490	170	100	100	145	7	10	200
Sweeney E	30 x 99	3,025	350	200	200	310	14	17	412

Ballroom Ceiling Height is 26 Feet

	dimensions (length x width)	usable sq. feet	theater style	classroom 18" tables	banquet 10 top	reception	exhibition 10 x 10	exhibition 8 x 10	standing room
<b>MAIN LEVEL BREAKOUT ROOMS</b>									
O'Keeffe	31 x 28	894	105	60	60	100	NP		125
Milagro	29 x 28	834	98	56	56	90	NP		120
Kearney	35 x 28	1,028	120	70	70	115	NP		146
Combined Three Rooms	95 x 28	2,756	324	185	185	306	12	16	390
Coronado	40 x 26	1,080	125	72	72	120	NP		155
DeVargas	28 x 26	749	85	50	50	85	NP		107
Combined Two Rooms	68 x 26	1,829	215	125	125	203	8	12	260
Peralta	34 x 26	908	105	60	60	100	NP		130
Lamy	33 x 26	896	100	60	60	100	NP		128
Combined Two Rooms	67 x 26	1,804	212	120	120	200	7	11	260

Main Level Ceiling Height is 11 Feet

	dimensions (length x width)	usable sq. feet	theater style	classroom 18" tables	banquet 10 top	reception	exhibition 10 x 10	exhibition 8 x 10	standing room
<b>TERRACE LEVEL BREAKOUT ROOMS</b>									
Pojoaque	18 x 21	378	40	25	25	45	NP		50
Nambe	28 x 25	700	80	46	46	78	NP		100
San Juan	18 x 22	396	45	27	27	44	NP		57
Three Rooms Combined	64 x 22	1,408	166	100	100	155	4	7	200
Tesuque Board Room	23 x 17	Fixed seating, boardroom style, maximum 16 at table.							

Terrace Level Ceiling Height is 10'6" Feet

	dimensions (length x width)	usable sq. feet	theater style	classroom 18" tables	banquet 10 top	reception	exhibition 10 x 10	exhibition 8 x 10	standing room
<b>OTHER RENTABLE SPACE</b>									
Main Terrace	106 x 28	2,968	350	NP	180	330	NP		424
Pojoaque Terrace	19 x 6	114	13	NP	NP	12	NP		16
San Juan Terrace	24 x 6	144	17	NP	NP	16	NP		20
Tesuque Terrace		868	102	NP	NP	96	NP		124
Southeast Tower	12 x 12	144	17	NP	NP	NP	NP		20
Tesuque Terrace and Southeast Tower may be combined									
Main Lobby	73 x 43	3,139	NP	NP	NP	340	NP		448
Courtyard	120 x 86	6,600	776	NP	400	700	30	34	940

Notes: Dimensions are rounded down to the nearest foot. Occupancy is based on Fire Department calculation for occupancy loads. Occupancy calculations do not reflect additional equipment. NP = Not Permitted