



NEW MEXICO

GENERAL SERVICES DEPARTMENT

"THE HEART AND SOUL OF STATE GOVERNMENT"

Michelle Lujan Grisham, Governor

Anna Silva, Cabinet Secretary

Governor's Residence Event Guidelines

The Governor's Residence is "the people's house" as well as a historic and dignified venue. To ensure a smooth and enjoyable experience for all guests, please review the following guidelines.

General Policies

- The Residence is closed for public events on all State and Federal holidays.
- A usage fee applies to all events held in the public areas and backyard.
 - Fees are based on location, duration, and guest count.
 - Payment is due two weeks prior to the event.
- The standard usage fee includes two hours of event time. Additional time may be purchased.
 - Confirmed start and end times must be followed.
- A damage deposit is required and will be refunded after a post-event inspection.
- Fundraisers are permitted; however, cash, checks, or credit card transactions are not allowed on the premises.

Event Setup & Catering

- Your team or caterer is responsible for all setup, cleanup, and event execution. Please leave the Residence in its original condition.
- Approved caterers only: Outside caterers must be approved by the Residence Director.
 - Potluck or home-cooked meals are not permitted.
- Alcohol service is allowed with licensed bartenders and proper permits coordinated through your caterer.
 - Permits typically require 2–3 weeks for approval.
 - Alcohol may only be served during licensed hours, and security is required when alcohol is served.
 - Red wine and red mixers are prohibited.
- All linens, tables, chairs, dishes, glassware, and service ware must be rented from approved vendors.
- Caterers must remain onsite until all guests have departed and cleanup is complete.
- If a tent is required, the maximum size allowed is 30x60, rented from an approved vendor.

Event Logistics

- All groups must have a designated contact who will sign contracts/agreements, and has specific authority to do so, and who will attend the event; and, the designated person(s) shall be responsible for the adherence of all guests to all rules; these names of contacts shall be provided to the Residence Manager before the event and at the commencement of the event;
- A representative from your group must arrive at least one hour prior to the event start time.
- All decorations require advance approval from the Residence Director. No materials may be nailed, taped, tacked, stapled, or otherwise affixed to any surface of the Mansion/Residence in any fashion.



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- Media and press are welcome with prior notice to the Residence Team.
- Valet parking is optional for events with 100 or fewer guests and required for events with more than 100 guests. The valet company must be approved by the Residence Director.
- Attendance by the Governor is not guaranteed; requests must be submitted to the Office of the Governor.
- No animals are allowed except service animals with prior notice.
- Guests must be 18 or older. If alcohol is served, all attendees must be 21 or older.

Code of Conduct

We are committed to providing a safe, inclusive, and respectful environment for all guests. Please be courteous to others and property while using the Residence.

Prohibited Actions Include:

- Harassment, intimidation, discrimination, or abusive behavior.
- Physical, verbal, or written threats or violence.
- Possession of weapons or dangerous items.
- Use of illegal substances.
- Failure to comply with Residence or State of New Mexico regulations.
- Guests at Mansion events are and will be limited to the public areas of the building. A guest found in violation of or breaching the private or secured areas may be dismissed from the premises.
- Large bags, backpacks, strollers or luggage are not allowed inside the Mansion/Residence and may be subject to search.
- No open flame(s) items, flammable liquids, explosives, or weapons of any kind may be brought onto or used on the Mansion/Residence premises.
- All guests are subject to DPS screening and search upon entry (bags, coats, etc.) to the property – and continuing even after the start of the event as need or cause may require.
- Violators will be asked to leave immediately.

Contact Information

- Governor's Residence Office: (505) 476-2800
- Website: governorsresidence.gsd.nm.gov
- Kirstin Griffin, Residence Director:
Email: Kirstin.griffin@gsd.nm.gov | Phone: (505) 819-1557



Fee Schedule

- All users must pay:
 - A Usage Fee for event time.
 - A Damage Deposit to cover potential property damage.
- Both payments must be made in full at least two weeks prior to the event date.
- Payments must be submitted as two separate checks, made payable to: Residence Advisory Committee.

Damage Deposit

- The damage deposit will be held until a post-event inspection is completed by Residence management.
- If no damage is found, the deposit will be returned in full.
- If damage is identified:
 - The full deposit will be forfeited.
 - The user will be responsible for any additional costs exceeding the deposit amount.

Event Scheduling

- Events may be scheduled Tuesday through Thursday.
- Requests for other days will be considered but cannot be guaranteed.

Event Duration

- The standard usage fee covers two hours of event time.
- Additional time may be purchased for an additional fee.

Included with Standard Fees (Outdoor Use Only)

When you reserve the Governor's Residence outdoor space, the following items are available for your use:

- Round Banquet Tables: 10 tables (60-inch diameter)
- White Wooden Folding Chairs: 100 chairs with seat pads
- Hi-Boy Cocktail Tables: 6 tables
- Banquet Tables: 4 tables



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Fees

Space/Location	Number of Guests	User fee	Damage Deposit
Public area inside only	up to 50	\$500	\$500
Public area inside only	51 to 100	\$1200	\$750
Public area inside and backyard	up to 125	\$1800	\$1000
Public area inside and backyard	126 to 225	\$3375	\$1750