

For Internal Use Only

- Corporate Fees
- CenterPlace Events Breakdown
- Regional Guests
- CenterPlace Accrued Revenues
- Room Availability



~ Wedding and Reception Application ~

Name of Event: _____ Date of usage: _____
(Wedding Parties' Last Names)

Room Requested: **Great Room** or **Fireside Lounge**

Move in: _____ Move out: _____ Reception Start Time: _____ Reception End Time: _____
(Include set up and take down time)

Estimated Number of Guests Attending: _____ Estimated Number of Out of Town Guests: _____
(For Marketing Research)

Wedding Ceremony & Reception Package
Ceremony Time: _____

Reception Package
Location of Wedding Ceremony: _____

Platinum Package
(Includes all dishes, linens, napkins, and Presentation System)

Applicant's Name: _____ Phone Number(s): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Email address: _____ How did you hear about CenterPlace? _____

Additional Amenities Available for Rental:

- Sound System (1 microphone & sound patch cord)
- Presentation System (includes sound system & built-in LCD projector)
- Linens & Napkins
- Table Settings (includes linens & napkins, set up & clean up)

Will you be serving alcohol at your event? Yes No
(CenterPlace in-house catering must provide/serve alcohol)

This is not a contract and in no way guarantees a reservation. Only after this application is completed along with full payment of applicable fees will a Reservation Request be processed. All other fees must be paid 30 days prior to event. Reservation Requests must be approved by the Spokane Valley Parks and Recreation Director.