



- For Internal Use Only
- Corporate Fees
 - CenterPlace Events Breakdown
 - Regional Guests
 - CenterPlace Accrued Revenues
 - Room Availability

**CITY OF SPOKANE VALLEY
PARKS & RECREATION DEPARTMENT**
2426 N Discovery Place
Spokane Valley, WA 99216
Phone: 509-720-5200 Fax: 509-720-5440
Centerplace@spokanevalley.org

CENTERPLACE REGIONAL EVENT CENTER BUSINESS/PRIVATE EVENT RENTAL FORM

CONTACT INFORMATION

CONTACT PERSON	PHONE	EMAIL
NAME OF ORGANIZATION		MAILING ADDRESS

EVENT INFORMATION

NAME OF EVENT	ESTIMATED ATTENDANCE	EST. % OF OUT OF TOWN ATTENDEES		
EVENT DATE(S) (please list below)	TOTAL RENTAL TIME <small>(include time before and after for setup and cleanup)</small>		ACTUAL MEETING/EVENT TIME	
	START	END	START	END

- SPACE/S REQUESTED**
- AUDITORIUM
 - EXECUTIVE CONFERENCE RM
 - SMALL MEETING ROOM
 - LARGE MEETING ROOM
 - GREAT ROOM
 - FIRESIDE LOUNGE
 - SMALL DINING ROOM

How were you referred to CenterPlace? _____

PREFERRED ROOM SETUP

(classroom tables are 6' x 21/2')

- Square
- Classroom
- U-Shape
- Theatre
(chairs only)
- 6 ft. Rounds



A/V EQUIPMENT

Additional charges apply

- Presentation System
(Great Room & Auditorium only)
- LCD Projector
- Sound System
Qty ____ handheld mics (4 total)
Qty ____ lapel mics (4 total)
- Flat Screen TV
- Table Linens Qty ____

FREE AMENITIES

- A/V Cart
- Projection Screen
- Easel Qty ____ (4 total)
- Extension Cord

ALCOHOL

- Alcohol will be served
(CenterPlace In-House Caterer must provide/serve all alcohol)

FOOD

- CenterPlace In-House Caterer
- Self/Potluck (Sunday Only)
- Dishes/Linens
(Additional fee)
- Platinum Package
(Additional fee)

SPECIAL NOTES:

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.