

*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.