

*For Internal Use Only*

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



## 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 (include time before and after for setup and cleanup)		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

**Payment Method:** Cash  Check  Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ VCode: \_\_\_\_\_

**Authorized Signature to process credit card payment** \_\_\_\_\_

**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 (only Red Rock Catering can provide alcohol in our facility)

**FOOD**

- In-house caterer - Red Rock Catering
- Self/Potluck
- 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.