

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

How were you referred to CenterPlace? _____

PREFERRED ROOM SETUP
(classroom tables are 6'x21/2')

- 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.