



REGIONAL EVENT CENTER
 2426 North Discovery Place, Spokane Valley, WA 99216
 Phone: (509) 688-0300, Fax: (509) 688-0188

- | |
|---|
| <i>For Internal Use Only</i> |
| <input type="checkbox"/> Corporate Fees |
| <input type="checkbox"/> CenterPlace Events Breakdown |
| <input type="checkbox"/> Regional Guests |
| <input type="checkbox"/> CenterPlace Accrued Revenues |
| <input type="checkbox"/> Room Availability |

CENTERPLACE FACILITY USAGE APPLICATION

Name of Event: _____ Date(s) of usage: _____

Type of Function: _____

Move in: _____ Move out: _____ (include set up and take down time) Estimated Number of Guests Attending: _____

Event Start Time: _____ Event End Time: _____ Estimated Number of Out of Town Guests: _____
 (For Marketing Research)

Room(s) requested: (Great Room, etc.) _____

Contact Person: _____ Phone: _____

Name of Organization/Company: _____

Address: _____ City: _____ State: _____ Zip _____

Email address: _____

How did you hear about CenterPlace? _____

Payment Method: Cash Check Credit Card #: _____ Exp. Date: _____ VCode: _____

Signature authorizing processing of credit card for payment _____

Will you be serving alcohol at your event? Yes No (If yes, please ask CenterPlace front desk staff for details.)

- Additional Amenities: LCD projector Sound System TV/VCR/DVD
 Table Settings Linens/Napkins Presentation system (Visual & Audio)
 Platinum Package (Includes dishes, linens, napkins, presentation system, all set up and clean up.)

In House Caterer: Yes, please have your in house caterer contact me for beverage and/or food services.

Weddings or Receptions:

Wedding Ceremony & Reception Package:
 *Ceremony: West Lawn (2 hrs) Times: _____

Photos:
 Mirabeau Springs (1 hr)
 Times: _____

Reception Package.

Platinum Reception Package.

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.