

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 Requesting: Great Room or Fireside Lounge

Move in: _____ Move out: _____ Event Start Time: _____ Event 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: Reception Package. Platinum Reception Package.
 Ceremony on West Lawn: _____ (Includes all dishes, linens, napkins,
 Ceremony Start Time: _____ and Presentation System)

Applicant's Name: _____ Phone Number(s): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Email address: _____ How did you hear about CenterPlace? _____

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

Authorized signature to process credit card payment: _____

Additional Amenities Available for Rental:

LCD Projector Sound System TV/VCR/DVD

Presentation System (Audio & Visual)

Table Settings (Includes linens and napkins, set up and clean up.) Linens & Napkins

In House Caterer: Yes, please have your in house caterer contact me for beverage and/or food services.
 (Mandatory for Friday and Saturday events.)

Will you be serving alcohol at your event? Yes No
 (If yes, only Red Rock Catering can provide alcohol in our facility.)

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.