



CITY OF SPOKANE VALLEY
PARKS & RECREATION DEPARTMENT
2426 N Discovery Place
Spokane Valley, WA 99216
Phone: 509-720-5200 Fax: 509-720-5250
CenterPlace@spokanevalleywa.gov

**CENTERPLACE REGIONAL EVENT CENTER
WEDDING APPLICATION FORM**

CONTACT INFORMATION

CONTACT PERSON	PHONE	E-MAIL
MAILING ADDRESS		

EVENT INFORMATION

EVENT TO BE POSTED AS	EVENT DATE	ESTIMATED ATTENDANCE	EST. % OF OUT-OF-TOWN ATTENDEES

TOTAL RENTAL TIME (Include time before and after for décor setup and teardown)		CEREMONY TIMES		RECEPTION TIMES	
START	END	START	END	START	END
		CEREMONY SPACE REQUESTED		RECEPTION SPACE REQUESTED	
<input type="checkbox"/> IN RECEPTION ROOM <input type="checkbox"/> NORTH MEADOW <input type="checkbox"/> WEST LAWN PLAZA <input type="checkbox"/> MIRABEAU SPRINGS <input type="checkbox"/> OFFSITE		<input type="checkbox"/> GREAT ROOM <input type="checkbox"/> FIRESIDE LOUNGE <input type="checkbox"/> WEST LAWN PLAZA <input type="checkbox"/> MIRABEAU SPRINGS <input type="checkbox"/> NORTH MEADOW			

WEDDING PACKAGES

- Elegance**
(Ceremony and Reception)
- Timeless**
(Ceremony and Reception)
- Classic**
(Reception Only)
- Simply the Space**
(Reception Only)

ADDITIONAL INFORMATION

Will you be serving alcohol at your event? Yes No
CenterPlace In-House Caterer must provide/serve all alcohol inside facility

Will you be self-catering? (Sundays only) Yes No

How were you referred to CenterPlace?

SPECIAL NOTES

1. **What is the primary purpose of the proposed legislation?**

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.

Revised 11/11/24