



**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](mailto: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"/> GREAT ROOM <input type="checkbox"/> FIRESIDE LOUNGE			
		<input type="checkbox"/> WEST LAWN PLAZA <input type="checkbox"/> MIRABEAU SPRINGS		<input type="checkbox"/> WEST LAWN PLAZA <input type="checkbox"/> MIRABEAU SPRINGS			
		<input type="checkbox"/> OFFSITE		<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?

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### SPECIAL NOTES

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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