



REGIONAL EVENT CENTER

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 BUSINESS/PRIVATE EVENT RENTAL FORM

CONTACT INFORMATION

CONTACT PERSON	PHONE	E-MAIL
NAME OF ORGANIZATION	MAILING ADDRESS	

EVENT INFORMATION

EVENT TO BE POSTED AS			ESTIMATED ATTENDANCE	EST. % OF OUT-OF-TOWN ATTENDEES	SPACE(S) REQUESTED
EVENT DATE(S)	TOTAL RENTAL TIME (Include time before and after for setup and cleanup)		ACTUAL MEETING/EVENT TIME		
DATES	START TIME	END TIME	START TIME	END TIME	

PREFERRED ROOM SETUP <input type="checkbox"/> Square  <input type="checkbox"/> Classroom  <input type="checkbox"/> U-Shape  <input type="checkbox"/> Theatre (Chairs only)  <input type="checkbox"/> 6 ft. Rounds  <input type="checkbox"/> Vendors Qty _____	A/V EQUIPMENT Additional charges apply <input type="checkbox"/> Presentation System Includes (1) handheld and (1) lapel mic. Great Room only Qty _____ handheld mics (4 available) Qty _____ lapel mics (2 available) <input type="checkbox"/> LCD Projector <input type="checkbox"/> Flat Screen TV <input type="checkbox"/> Bluetooth Speaker with 2 handheld mics	FREE AMENITIES <input type="checkbox"/> A/V Cart <input type="checkbox"/> Projection Screen <input type="checkbox"/> Easel Qty _____ (4 total) <input type="checkbox"/> Extension Cord ALCOHOL <input type="checkbox"/> Alcohol will be served CenterPlace In-House Caterer must provide/serve all alcohol inside facility	FOOD <input type="checkbox"/> CenterPlace In-House Caterer <input type="checkbox"/> Self-Catered (Sunday only) Additional charges apply <input type="checkbox"/> Table Linens Qty _____ <input type="checkbox"/> Dishes/Linens (Additional fee) <input type="checkbox"/> Platinum Package Includes Linens, Dishes, and A/V (Additional fee)
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How were you referred to CenterPlace? _____

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