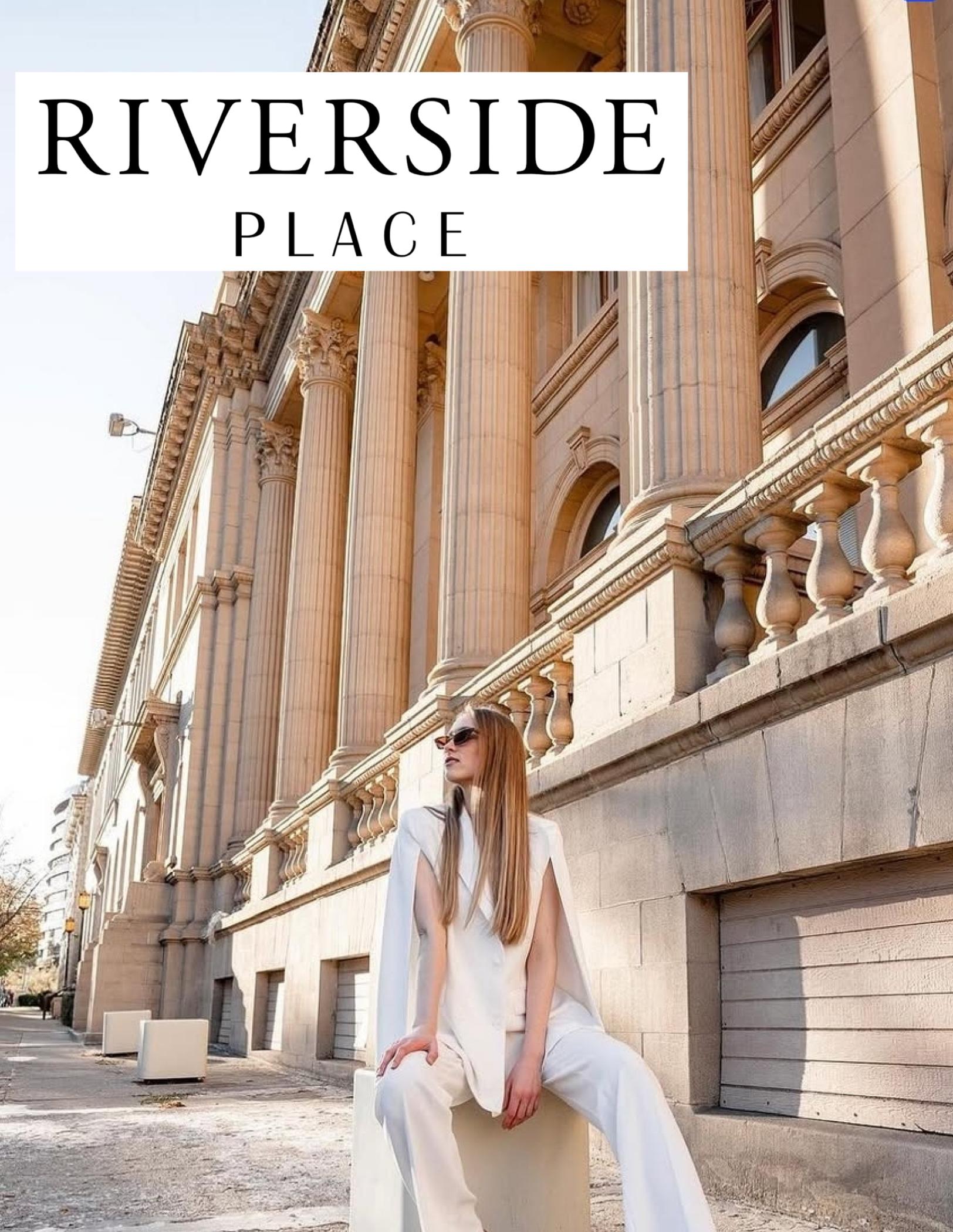
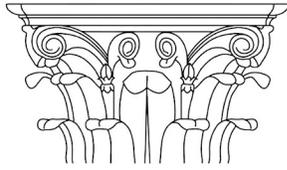


RIVERSIDE PLACE





RIVERSIDE PLACE



2026

	Theatre Ceremony Seating	Cocktail Seating	Seated	Monday - Thursday	Friday Saturday & Sunday
Falls Penthouse	350	300	256	\$3,400	\$3,800
Ballroom	400	150	350	\$3,600	\$4,000
Commandery Room	112-500 with balcony	150	112	\$2,600	\$2,600
Auditorium	260-1200 with balcony	400	150	\$3,100	\$4,200

Spokane's only downtown historical venue with 4 unique event spaces

- Chairs, tables, and linens
 - Full set-up & tear down by facilities
- Event Time 5 hours
- Complimentary Parking for up to 75 guests
- Floor plans
- 4 hour event decor set-up - day before or day of
- Extended event times available
- Bridal suites available
- Venue Coordinator to assist with logistics
- 35% payment required to reserve date & space

TO BOOK A TOUR OF RIVERSIDE PLACE

Anna Senchenk - Venue Coordinator | 509-747-1200 | events@riversideplace.com

1110 W Riverside Ave Spokane, WA 99201

RIVERSIDE PLACE

BAR

Riverside Place provides professional bar service and a selection of beers, wine and spirits.

Bar Options

Hosted Bar - Host all drinks - beer, wine, & cocktails

Partial Hosted - Host pays for a set amount of quantity

Cash Bar - Beer, wine, & cocktails are paid for by the guests



BEER

House Beer: \$6/glass -
selection varies by event

WINE

House Wine: \$6/glass -
\$17/bottle

SPIRITS

Well Cocktails: \$8/glass
Premium Cocktails:
\$10/glass



*Basic Set-up - \$300
nice silver beverage tubs, tap box, bar
small wares, ice & disposable cups*

*Bartenders - \$50/hr
number of bartenders required
depends on the chosen
bar selection & guest count*

*Riverside Place is a WA State licensed
facility to sell and service alcohol.
All liquor must be purchased from and
served by Riverside Place*

CATERING

Premier On-site Caterer
London's Ultimate Catering
509-570-2348
londonsultimatecatering.com

Premier Off-site Caterer
Beacon Hill Catering & Events
509-482-3556
beaconhillevents.com

Outside Caterer Allowed
fullservice caterers only - \$5pp additional charge

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RIVERSIDE PLACE

2026 Venue Fine Print

We are excited to offer our venue for your upcoming event!
Please find important Venue details and information

Timeline

Contract Signing

- 35% payment to secure venue

60 days prior to event date

- Vendor list and contact information
 - Estimated headcount
 - Set-up time arranged
- *Please note we cannot agree to set up times more than 60 days prior to the event date
- Final venue payment
 - Lay-out started

30 days prior to the event date

- Final layout
- Final headcount
- Linen color chosen
- Bar selection finalized & initial bar fees paid

14 days prior to the event date

- Media for TV screens provided to venue coordinator

Event Day

- Bridal suites available all day from 9AM to event time for \$500
- Vendor access available 2 hours prior to event start time unless otherwise arranged
- Client access available 1.5 hours prior to event start time
- Venue access to guests available 30 minutes prior to event start time

Event Production

Operations-

- Venue Coordinator assists with event layouts to ensure city regulations are met, event coordination with outside vendors, scheduling, and on-site during the event
- Facilities – set-up & take down of event space according to agreed upon layout.

Linens

- Riverside Place provides white, ivory, and black linens for up to 150 guests.
- Farm style table linens will be charged an additional \$10 per linen needed
- Specialty linens from outside vendor must arrive the morning before your event date

Catering

- Preferred Caterers
London's Ultimate Catering & Beacon Hill
- Outside caterers allowed additional \$5pp
- Caterers must be full-service caterers that provide staffing servicing the event space until the end of the event
- Self catering not permitted
- Caterers are responsible for all non-alcoholic beverage service

TO BOOK A TOUR OF RIVERSIDE PLACE

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1110 W Riverside Ave Spokane, WA 99201

RIVERSIDE PLACE

Bar

All alcohol must be serviced by
Riverside Place

Bar Service Charge \$300

Everything needed to service the bar

- Silver beverage tubs, tap box, ice, bar
small wares, & disposable cups

Bartenders \$50/hr

Number of bartenders required dependent
on chosen selection and guest count

Minimum 3 hr service charge

Bar Options

- Hosted – Client pays for all
consumption

- Partial Hosted – Client pays for a set
dollar amount or quantity

- Cash Bar – Guest pays

- Outside beer & wine corkage fee

o Keg corkage Fee - \$250

o Wine corkage fee - \$17/ 750ml bottle

- House Beer - \$6/ bottle

- House Wine - \$7/glass or \$17/bottle

- Spirits

Well cocktails - \$8

Premium cocktails – starting at \$10

Last call to be made 30 minutes prior to
the end of your scheduled event time

Final Bar Invoice

Invoices detailing bar counts must be
paid in full within five (5) days of receipt

All charges subject to sales tax & 9%
service fee

Riverside Place is a WA State licensed
facility to sell and service alcohol.

Set-up & Décor

- 4 hours provided – includes Rehearsal
if needed

- Additional set-up time \$150/hour

- No tape, confetti, glitter, rice/birdseed,
fresh petals, sand, hay permitted

- Candles must be enclosed in a glass
holder that stands to the height of the
flame

- Candle exit ceremonies not permitted
on property

- Nails, pushpins, & tape on the walls or
floor are not permitted

- Chairs not provided by Riverside Place
must have leg protectors at the cost and
responsibility of the client

- Items not provided by Riverside Place
are the client's responsibility for both
setup and takedown

- Floor & wall decals not permitted

- Cold spark machines not permitted

- Clients are responsible for ensuring

that all vendors, including drapery,
florists, caterers, lighting, talent, AV,
and others, comply with contractual
guidelines

- Additional clean-up required prior to
event due to the client or vendor décor &
design will be charged to client at rate of
\$100/hour

Take Down

-All guests, vendors, & client must leave
premises within 1 hour after event end
time

- Riverside Place is not responsible for
left items

-An additional charge of \$8 per bag will
apply for excessive garbage generated by
vendors or the client.

-All boxes brought into venue must be
removed by the client or vendor