RUBY RIVER
Events & Catering

SPOKANE'S PREMIER EVENT SPACE

RIVERVIEW SETTING & AFFORDABLE LUXURY

Let us help you make your next event, your best event. Featuring stunning river views, the Ruby River Hotel is an ideal location for groups of two to two-hundred, or more! Our full-service on-site catering team is here to ensure every detail of your event is perfect from start to finish.

WEDDINGS

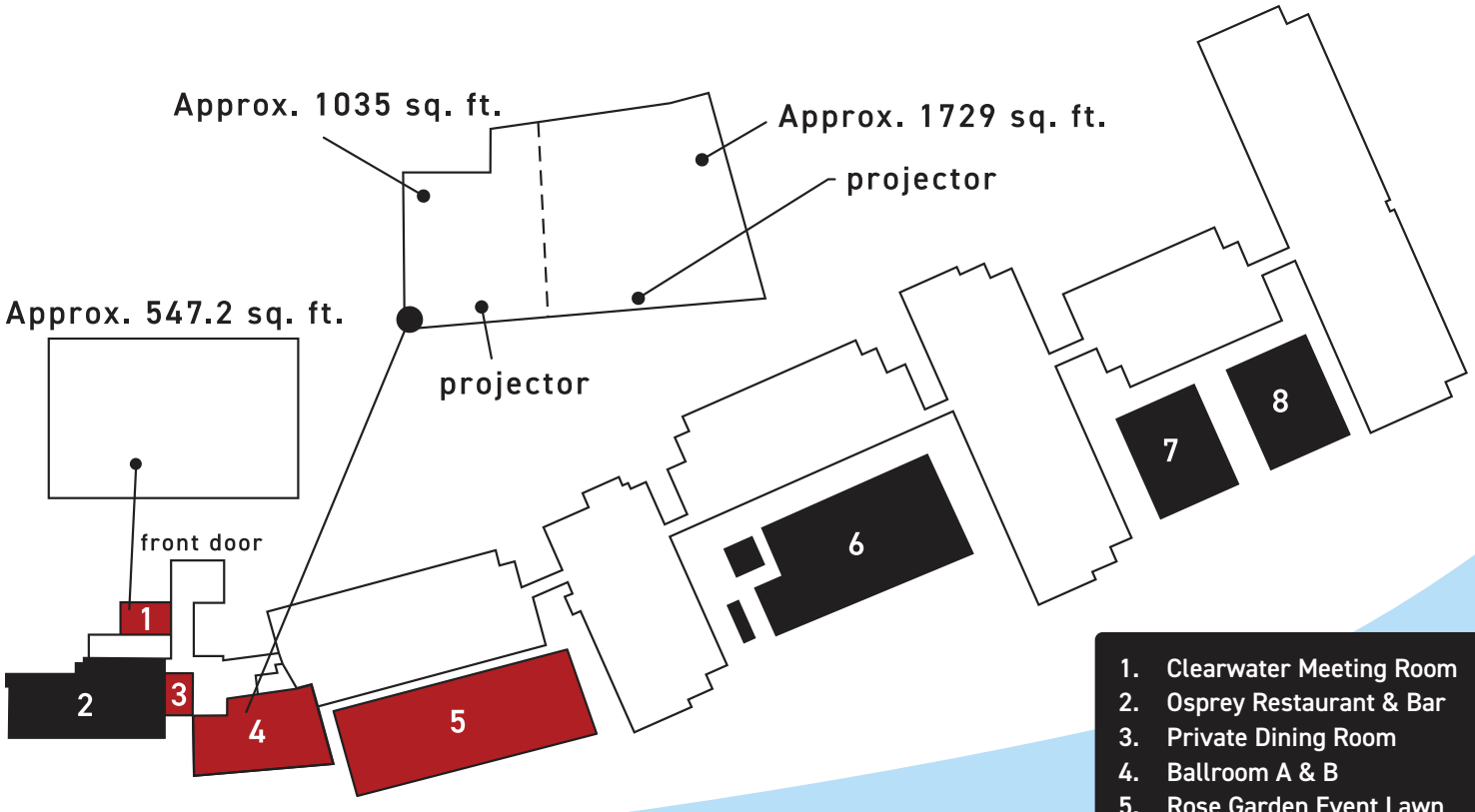
PRIVATE DINING

CONFERENCE

700 N. Division St. Spokane, WA 99202 | rubyriverhotelspokane.com | 509.326.5577 |

SIZING STATISTICS

	VENUE SPACE	SQ. FT.	SEATED ROUNDS	COCKTAIL RECEPTION	CLASSROOM	CRESCENT ROUNDS	CONFERENCE	U-SHAPE	THEATER
1	CLEARWATER	546	32	45	18	20	16	14	32
3	PRIVATE DINING	200	-	-	-	-	18	-	-
4	SHORELINE BALLROOM FULL	2764	180	200	150	110	58	56	225
4	SHORELINE A	1729	80	100	56	50	34	32	125
4	SHORELINE B	1035	44	80	32	27	24	22	64
5	ROSE GARDEN	2697	156	220	-	95	-	-	-



1. Clearwater Meeting Room
2. Osprey Restaurant & Bar
3. Private Dining Room
4. Ballroom A & B
5. Rose Garden Event Lawn
6. Resort Pool & Hot Tub
7. Playground & Lawn Games
8. Splash Pad (coming 2024)

SPOKANE RIVER

EVENT GUIDELINES

MENU PLANNING

Our menus are designed to appeal to a wide variety of palettes, but we would also be delighted to create a custom menu for you. We can also customize special menu items for those guests who may have special dietary restrictions.

PLANNING FEE & TAX

All charges are subject to 20% planning fees & 9% Washington state sales tax.

GUEST COUNT GUARANTEES

Final guest count is due by noon five business days prior to your event. This number is considered a guarantee & cannot be reduced after this time. Final charges are based on actual attendance, or the guaranteed guest count, whichever is greater. All specific dietary restrictions & plated entrée selections are due at the time of guarantee. Client is responsible for providing a ticket, tent card, etc for your guests, identifying meal selections for the service staff.

FOOD GUIDELINES

All buffets & stations may be displayed for a maximum of two hours. One double-sided buffet for up to 150 guests & two double-sided buffets for over 150 guests is our standard. When additional buffets are requested above & beyond the standard, a $175 fee will be assessed per buffet. All food & beverage will be provided by the Ruby River Hotel Events& Catering department. Exceptions will be made for wedding/celebration desserts specific to the event. Ruby River Hotel staff reserves the right to confiscate food or beverage that is brought into the property in violation of this policy without prior arrangements with our catering department.

BEVERAGE GUIDELINES

Bar Service is available for a maximum of six hours. A $40 per hour bartender fee will apply per bar, when services are requested or required. This will include up to two hours of set-up, service, & two hours of break-down. A Corkage Fee of $20 per bottle will apply should you choose to bring in your own wine or champagne. The property will charge per bottle opened and corked. All unopened bottles will be saved and returned to the client following the event. Service of all alcoholic beverage brought onto the property will be at the sole discretion of the property.

EVENTS WITHOUT FOOD & BEVERAGE

In addition to the rental fee, a $50 per hour room attendant/server fee will apply. This will include up to two hours of set-up, service, & two hours of break-down.

ROOM ATTENDANT/SERVER FEES

For parties under 25 guests, a $40 per hour room attendant/server fee will apply. This will include up to two hours of set-up, service, & two hours of break-down.

CARVING FEES

A $100 Carving Station fee will apply when services are requested or required.

CAKE CUTTING FEES

A Cake Cutting fee of $1.50 per guest will apply when services are requested or required.

MENU TASTING FEES

Menu tastings are available for up to four guests for contracted events with revenue over $8,000 and/or wedding parties & can be arranged no sooner than 90 days prior to your event. The tasting will include menu items relevant to the contracted party & will exclude standard fare (i.e. cheesecake & Caesar salad). A fee of 50% of the contracted menu price will be charged to any additional guests.

EQUIPMENT

The property will provide, at no charge, a reasonable amount of meeting equipment i.e. chairs, tables, linens, etc. These complimentary arrangements do not include special set-ups or extraordinary formats that would exhaust our present in-house equipment to the point of requiring rental of an additional supply to accommodate your needs. If such is the case, a third-party vendor will need to be brought in to meet the equipment needs. Ruby River Hotel is happy to facilitate the ordering of needed equipment & create a single invoice. A 20% service charge will be added to the rental amount. You are also welcome to source & arrange the rental of equipment on your own.

A/V

Basic AV is available for rent at the Ruby River Hotel. The items available are screens, projectors, microphones, podiums, audio, cords, adapters. Pricing does not include 20% planning fee or the 9% state sales tax.

THIRD-PARTY VENDORS / ENTERTAINMENT

Third-party vendors must have proof of insurance & name Ruby River Hotel as an additional insured. Ruby River needs a copy of the insurance 48 hours prior to event start.

PARKING

Ruby River Hotel offers complimentary on-site parking. Parking in local business/office/retail lots is always prohibited. Vehicles will be towed when improperly parked, so please encourage guests to follow all signage instructions. Non-permitted parking in these lots will be subject to tow at the owner's expense. Ruby River Hotel is not held responsible for any damage(s) as a result of theft, tow, and/or vandalism. Please do not leave valuables in your vehicles.