



May 7, 2024

Angela Durick  
Coeur d'Alene Charter Academy  
4904 N Duncan Drive  
Coeur d'Alene, ID 83815

Dear Angela:

Thank you for selecting The Coeur d'Alene (Hotel) for your event. We are looking forward to having you and your Guests here with us! Currently we are holding space as follows:

Date	Start Time	End Time	Function	Meeting Room	Agr
Sat, 3/1/25	7:00 AM	12:00 PM	House Setup	Bay 1-4	250
Sat, 3/1/25	9:00 AM	5:30 PM	Client Setup	Bay 1-4	250
Sat, 3/1/25	5:30 PM	6:45 PM	Social	Bay 1-4	250
Sat, 3/1/25	6:45 PM	7:45 PM	Dinner	Bay 1-4	250
Sat, 3/1/25	7:45 PM	10:30 PM	Auction & Program	Bay 1-4	250

- The room rental is \$5,200.00.
- The room rental is waived with the purchase of at least \$12,000.00++ in Food & Beverage spend.
- 20% A/V Discount will be applied to any ordered audio-visual equipment and/or labor.
- Eligible for Local Menu Rates.

**DEPOSIT:**

A non-refundable deposit of \$5,200.00 is required to hold this space on a definite basis.

**PAYMENT:**

The Coeur d'Alene Resort requires full pre-payment a minimum of seven (7) business days prior to your event. The estimated total charges for your event are due no later than February 20, 2025. Any additional cost or credit will be applied to your account seven (7) business days after the conclusion of your event.

**PAYMENT METHOD OPTIONS:**

- CREDIT CARD OR ACH BANK TRANSFER: Payments by credit card or ACH bank transfer will be made through the Resort's Sertifi secure payment system. You will receive an email with a link to make a payment.
- CHECK: Should you prefer to make your payments by check, advance arrangements are required. Checks are to be made payable to The Coeur d'Alene Resort and mailed to my attention.

**FOOD & BEVERAGE POLICIES:**

At least seventy-two (72) hours before your program, your Conference Sales Manager will need the guaranteed attendance for all food and beverage functions. **You are contracting for a minimum of \$12,000.00 in food and beverage revenue, not including service charge and tax.** This minimum is the amount required to provide the function space outlined in your agenda above and is not meant to be a food & beverage budget. The final amount spent on food & beverage will fluctuate based on your attendance and/or menu selections. Unless otherwise specifically agreed, the Guaranteed Amount does not include room rental, meeting space rental, restaurant or outlet revenue, cruise boat bar revenue, service charges, tax and labor charges, audio-visual, parking, or any other miscellaneous charges incurred.

P.O. Box 7200 \* Coeur d'Alene, Idaho 83816-1941 \* 208/765-4000 \* Fax: 208/664-7278

Currently, the service charge and tax are as follows: service charge is twenty-one percent (21.0%) and tax is six percent (6.0%). Service charge and tax amounts are subject to change. Should actual food and beverage revenues not meet this contracted revenue, room rental may be assessed in the amount of the variance. Catering prices are subject to change and can be guaranteed six months prior to the arrival date.

**ROOM RESET FEE:**

The Hotel reserves the right to charge a room reset fee if there is a change requested the day of the event that differs from the banquet event order requiring more than 30 minutes of labor or if a function room requires more than one setup per meeting time period (6am-5pm or 5pm-11pm). This fee will be determined based on the function room and the setup time needed and will be communicated by the Hotel to the Group prior to execution.

**PARKING:**

The rate for day-use self-parking is \$10.00 for the first three (3) hours and \$2.00 for each additional half hour (30 minutes). Parking rates are subject to change. We offer three (3) hours of complimentary day-use self-parking in our parking garage for all Guests on a space available basis if a full catered meal is purchased (breakfast, lunch, or dinner). To receive the complimentary parking please instruct Guests to bring their parking ticket to the bell desk to be validated and either pay the remaining balance at that time or as exiting the garage. If the parking garage is full, there are several public parking lots that charge various rates in the area including one at the corner of 1st & Lakeside, the City Parking lot to the West of the resort, and McEuen Park lot to the East of the resort.

Overnight parking will be charged at the prevailing rate.

**CANCELLATION:**

If Group cancels the program with Hotel after signature, such a decision would constitute a breach of its obligation to the Hotel, and that the Hotel would be harmed. Should the program not be held at the Hotel, or is cancelled, the organization will pay The Coeur d'Alene Resort eighty percent (80%) of the expected catered food & beverage revenue as liquidated damages and not as a penalty. Exact amount to be determined by Sales & Catering representative at the time of cancellation.

**Group will provide Hotel a detailed agenda not less than 10 days prior to the Event.**

Disorderly conduct which may disturb the peace of other Guests will not be tolerated. No property shall be allowed on Hotel premises during the Event which may be dangerous to other persons, including: firearms, explosives, or hazardous or toxic substances. The Hotel reserves the right to cancel the Event should it be determined by the Hotel, in its sole discretion, that the Event poses a risk to the health, safety, and/or well-being of the Hotel, its Guests, or staff. If the Event is cancelled for that reason, any deposits or pre-payments will be refunded in full, as Group's sole and exclusive remedy for the cancellation of the Event.

In order to confirm these arrangements on a definite basis, please return a copy of this signed confirmation letter and deposit by May 10, 2024. Thank you again for your business!

Best regards,  
THE COEUR D'ALENE RESORT

*Emily Johnson*

ejohnson@cdaresort.com

05/07/2024

Emily Johnson  
Catering & Conference Services Manager

Confirmation of Event  
Coeur d'Alene Charter Academy

*Angela Durick*

adurick@cdacharter.org

05/07/2024

Angela Durick  
Chief Financial Officer

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