



May 16, 2023

Laura Beyer
Coeur d'Alene Charter Academy
4904 N Duncan Drive
Coeur d'Alene, ID 83815

Dear Laura:

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, 4/6/24	9:45 AM	12:00 PM	House Setup	Hagadone Event Center	220
Sat, 4/6/24	12:00 PM	5:30 PM	Client Setup	Hagadone Event Center	220
Sat, 4/6/24	5:30 PM	6:30 PM	Social	Hagadone Event Center	220
Sat, 4/6/24	6:30 PM	7:30 PM	Dinner	Hagadone Event Center	220
Sat, 4/6/24	7:30 PM	9:00 PM	Auction	Hagadone Event Center	220
Sat, 4/6/24	9:00 PM	10:30 PM	Dance	Hagadone Event Center	220

The site fee is \$2,800 for the Hagadone Event Center based on a food minimum of \$50++ per person for a dinner buffet or \$65++ per person for a chef's choice plated dinner (one entrée with a vegetarian option) and 100 people minimum.

DEPOSIT:

A non-refundable deposit of \$2,800 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 March 29, 2024. The credit card used for the deposit will also be used to make this pre-payment seven (7) business days prior to your event unless otherwise noted in writing. 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: Payments by credit card will be made through the Resort's Sertifi secure payment system. You will receive an email from me with the link for making your 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 by March 22, 2024. Check payments must be received by The Coeur d'Alene Resort no later than seven (7) business days prior to the payment deadlines noted

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

above.

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 \$50.00 per person for a dinner buffet or \$65.00 per person for a one entrée chef choice plated dinner with vegetarian option and 100 people minimum, not including service charge and tax.** This minimum is the amount required to provide the function space outlined in your agenda below 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.

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 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.

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.

In order to confirm these arrangements on a definite basis, please return a copy of this signed confirmation letter and deposit by May 31, 2023. Should you have any questions, please call me at 208-415-5680. Thank you again for your business!

Best regards,
THE COEUR D'ALENE RESORT

Confirmation of Event
Coeur d'Alene Charter Academy

E-Signed : 05/30/2023 06:07 PM CST
Jamie Cornell
jcornell@cdaresort.com
IP: 162.222.254.35
Certifi Electronic Signature
DocID: 20230516124727383
Jamie Cornell
Vice President of Sales

E-Signed : 05/30/2023 04:58 PM CST
Angela Durick
lbeyer@cdacharter.org
IP: 52.144.57.154
Certifi Electronic Signature
DocID: 20230516124727383
Laura Beyer
Director of Marketing & Development