



June 30, 2021

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

Dear Laura:

Thank you for selecting The Coeur d'Alene 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, 4/9/22	8:00 AM	12:00 PM	House Setup	Hagadone Event Center & Garden	
Sat, 4/9/22	12:00 PM	6:00 PM	Client Setup	Hagadone Event Center & Garden	
Sat, 4/9/22	6:00 PM	9:00 PM	Auction & Fundraiser	Hagadone Event Center & Garden	300

The site fee has been reduced to \$2,500 inclusive with a minimum food purchase of \$50++ per guest (100 guest minimum). The food minimum does not include service charge and tax, currently 21% and 6%.

**DEPOSIT:**

A non-refundable deposit of \$2,500 is required by June 18, 2021 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 April 2, 2022. 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. Check payments must be received by The Coeur d'Alene Resort no later than seven (7) business days prior to the payment deadlines noted above.

In order to confirm these arrangements on a definite basis, please return a copy of this signed confirmation letter and deposit by June 18, 2021. 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

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Chuck Shirley  
Catering Sales Manager

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Laura Beyer