



April 15, 2025

Angela Durick  
Coeur d'Alene Charter Academy  
4904 N Duncan Dr  
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, 3/7/26	6:00 AM	9:00 AM	House Setup	Bay 1-3	
Sat, 3/7/26	9:00 AM	5:30 PM	Client Setup	Bay 1-3	
Sat, 3/7/26	5:30 PM	6:45 PM	Social	Bay 1-3	170
Sat, 3/7/26	6:45 PM	7:45 PM	Dinner	Bay 1-3	170
Sat, 3/7/26	7:45 PM	10:30 PM	Auction & Program	Bay 1-3	170

The room rental is \$3,700.00+. The room rental is waived with the purchase of \$12,700.00++ in food and beverage.

**DEPOSIT:**

A non-refundable deposit of \$3,922.00 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 . 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 February 27, 2025. 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.

**FOOD & BEVERAGE POLICIES**

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

At least seventy-two (72) business 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 \$12,700.00 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 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.

### **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 self-parking is \$10 for the first three hours and \$2 for each additional half hour. We offer three hours of complimentary self-parking in our parking garage for all attendees on a space available basis if a full catered meal is purchased (breakfast, lunch or dinner). To receive the complimentary parking please instruct attendees 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.

### **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.

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 property 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 April 25, 2025. Should you have any questions, please call me at 208-415-5626. Thank you again for your business!

Best regards,  
THE COEUR D'ALENE RESORT

Confirmation of Event  
Coeur d'Alene Charter Academy

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

E-Signed : 04/22/2025 01:46 PM PDT

*Danielle Gibson*

dgibson@cdaresort.com  
IP: 162.222.254.35

Sertifi Electronic Signature

DocID: 20250415174200242

**Catering & Conference Services Manager**

E-Signed : 04/16/2025 10:59 AM PDT

*Angela Durick*

adurick@cdacharter.org  
IP: 52.144.57.154

Sertifi Electronic Signature

DocID: 20250415174200242

**Chief Financial Officer**