

[COMPANY LETTERHEAD]

[DATE]

Anne Kellstrom  
Manager, Hospitality Administration  
Legal, 4<sup>th</sup> Floor  
United States Golf Association  
10 Independence Blvd.  
Warren, NJ 07059

**Re: 2017 U.S. Open Championship – Champions Pavilion Table Package – Daily Option**

Dear Anne:

This letter confirms [**Legal Name of Company**]'s commitment to participate in the Corporate Hospitality Program for the 2017 United States Open Championship at Erin Hills Golf Course, Erin, Wisconsin from June 12 – 18, 2017 and our decision to reserve a table in the Champions Pavilion located in an area adjacent to the 12<sup>th</sup> and 13<sup>th</sup> holes on the Championship course for the following day(s): [**insert date(s)**].

We understand that the rental fee and admission fee for a table is \$7,500 per table reserved on Wednesday and \$12,000 per day and per table reserved on a Championship round day (*Thursday, Friday, Saturday or Sunday*) plus all applicable taxes. The deposit due to reserve a table on Wednesday is \$1,875 per table reserved and the deposit due to reserve a table on a Championship round day is \$3,000 per day and table reserved.

The USGA will reserve a table for our company on the date(s) set forth in the first paragraph of this letter upon receipt of this letter of intent and a deposit of \$[**insert \$ amount**].

For payment of the deposit by company check, we understand that the check (i) should be provided with this letter of intent, or (ii) if sent separately should be received by the USGA within three (3) business days of its receipt of this letter of intent.

For payment of the deposit by credit card, we understand that we need to (i) complete the credit card holder details requested on the contact information page of this letter of intent and (ii) pay the deposit within three (3) business days of receiving the credit card payment link described in the credit card detail portion of the contact page of this letter of intent. We understand that a confirmation of receipt of the deposit will be provided by the USGA by e-mail and until such confirmation is received our deposit is deemed as pending.

In the event the deposit payment is not received by the USGA within the timeframe noted above, the table will be reserved for us on the date that the deposit is received by the USGA.

We further understand that our license of the table is dependent upon the execution of a hospitality agreement between our company and the USGA. We understand that our table location will be assigned by the USGA.

We acknowledge that the U.S. Open designated caterer will provide, for an additional fee of \$1,725 plus all applicable taxes, per table and per day reserved, a food and beverage package consisting of complete breakfast, full luncheon buffet, afternoon hors d'oeuvres and open bar service in the Champions Pavilion. We have elected to purchase such food and beverage package and shall agree to the designated caterer's terms and conditions for the food and beverage package.

In addition, we understand and agree that, pursuant to the terms of the hospitality agreement, our deposit will be non-refundable upon execution of that agreement. If the hospitality agreement is not satisfactory to us, we may so notify the USGA in writing during the fifteen (15) day period following the mailing of the hospitality agreement to us, and the USGA will promptly refund the deposit to us. In the event we do not return the executed hospitality agreement within fifteen (15) days following the mailing of the hospitality agreement or notify the USGA that the agreement is unsatisfactory, in either case, we understand and agree that our deposit is non-refundable regardless of whether or when we subsequently execute a hospitality agreement.

We intend to review and execute the hospitality agreement with the USGA promptly upon receipt and are looking forward to our participation in the Corporate Hospitality Program for the 2017 U.S. Open at Erin Hills Golf Course.

Sincerely,  
**[Legal Name of Company]**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

### HOSPITALITY PROGRAM CONTACT INFORMATION

Legal Details:

Company Legal Name:  
State of Incorporation:  
Office and Place of Business Address:

*Note: The legal name will be used in the caption and signature block of the hospitality agreement prepared by the USGA for review and signature to formalize company's hospitality commitment. Please be reminded that the "legal" name of a company will include a designation such as Inc., company, corporation, LLC, LLP.*

Primary Company Contact:

Name:  
Title:  
Complete Mailing Address:  
  
Office Phone:  
Cell Phone:  
E-Mail:

*If Different, Company Contact for Invoices:*

Name:  
Title:  
Complete Mailing Address:  
  
Office Phone:  
Cell Phone:  
E-Mail:

*Note: For all payments the USGA accepts a company check or wired payment. A credit card payment is accepted for the deposit payment only on corporate hospitality packages.*

**REQUIRED DETAILS IF PAYING DEPOSIT BY CREDIT CARD**

Card Holder Name:  
Company:  
Card Holder Address:

Card Holder Phone Number:  
E-Mail Contact:

*An e-mail from [AccountsReceivable@usga.org](mailto:AccountsReceivable@usga.org) will be sent to the e-mail contact noted above. The e-mail will include a link to pay the deposit by credit card. Upon successful payment, an e-mail confirmation will automatically be sent to the e-mail contact.*

*Please add the e-mail address [AccountsReceivable@usga.org](mailto:AccountsReceivable@usga.org) to your contacts if concerned that the e-mail may be quarantined as "spam" or "junk" mail. Also if there is a daily limit or other restriction on the credit card, please be sure to have that lifted prior to making the deposit payment.*

*If Applicable, Third Party/Outside Agent Contact:*

Name:  
Title:  
Complete Mailing Address:  
  
Office Phone:  
Cell Phone:  
E-Mail: