

**2014 GROUP SALES CONTRACT**

Thank you for choosing the National Constitution Center for your group visit. We assure you that your visit will be a rewarding and memorable experience for everyone. Please read and sign the below contract and distribute to chaperones and group leaders visiting with your group.

Your group reservation is subject to the terms and conditions of this contract. Your group reservation will not be confirmed until the National Constitution Center receives a signed copy of this contract.

**Chaperone/Photograph Policy:** One chaperone is required for every 10 students. Chaperones must be at least the age of 21. Chaperones include teachers, staff, and parents. All chaperones must be briefed on the policy and procedures of the National Constitution Center prior to its visit. Students must be supervised by chaperones at all times during the group visit. To ensure the safety and enjoyment of your group, students, chaperones, and group leaders must adhere to any and all instructions given by the staff of the National Constitution Center. The group/school has received permission from each visitor and/or such visitor's parent/legal guardian (if applicable) to visit the National Constitution Center and to permit the National Constitution Center to photograph or record such visitor in public areas during the group visit, which may be used for educational, promotional, advertising, and other purposes without further authorization or compensation. Failure to follow these guidelines may result in the group's removal from the National Constitution Center.

**Lunchroom:** Advanced reservations and a lunchroom fee (\$15 per group) are required for student/youth groups choosing to bring bagged lunches. Individual lunches must be bagged/boxed together with the group's name clearly labeled on it. Lunchroom fee is non-refundable. Boxed lunches for groups may be purchased, and must be ordered at least 10 days in advance of your visit. Contact Brulee Catering at 215.409.6721 for menus and pricing.

**Deposit Policy:** You will receive an invoice summarizing the costs and fees for your group reservation. A 25% non-refundable deposit is due 10 days after the invoice date, unless otherwise stated in the invoice. Deposits can be paid over the phone with any major credit card except Discover.\* Failure to pay the deposit and/or the final balance when due may result in the cancellation of your group's reservation. **\*Purchase Orders (P.O.)** are also an acceptable method of payment. The P.O. must be received 10 days prior to the group visit. No payments, including a P.O., will be accepted on the day of visit.

**Final Count and Payment Policy:** Final count and balance are due 7 days prior to the group visit. Group count cannot be decreased on the day of group visit. Groups booking within 7 days of a visit will be required to sign this contract and provide full payment via credit card (except Discover) upon making reservation. If paying by check, please make checks payable to the National Constitution Center and mail to the above address. Any overpayments may be applied to a future visit. **All payments (including deposits) are final and non-refundable.** Failure to pay the final balance may result in the cancellation of your group's reservation.

**Cancellation Policy:** Please notify the Group Sales Department at least 72 hours in advance if your group must cancel. Reservation may be rescheduled based on availability. All payments will be applied to a future visit if cancellation is made at least 72 hours in advance of the group visit. Payments will not be applied to an upcoming visit if the Group Sales Department is not notified of the cancellation at least 72 hours prior to the scheduled visit. No refunds will be given for cancelled group visits. **All payments (including deposits) are final and non-refundable.**

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**By signing this contract below, you acknowledge that you have read, understand, and will be bound by the terms of this Group Sales Contract. Please sign and mail this contract to the National Constitution Center, Attn: Group Sales or fax to 215.409.6650.**

GROUP NAME: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Confirmation #: \_\_\_\_\_