

## NATIONAL CONSTITUTION CENTER

525 Arch Street ★ Independence Mall ★ Philadelphia, PA 19106

215.409.6800 ★ [constitutioncenter.org](http://constitutioncenter.org)

### 2025-2026 GROUP SALES CONTRACT – ADULT GROUP

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 (“NCC”) receives a signed copy of this contract.

**Lunch:** The NCC’s Delegates’ Cafe serves lunch and light snacks. Please notify Group Sales in advance if your group plans to purchase lunch in the Cafe. Boxed lunch and lunch voucher options are available and must be ordered at least 10 days in advance of your visit. Contact Rhubarb Hospitality Collection (RHC) at 215.409.6600 ext. 6962 for menus and pricing. **Please note:** RHC is the NCC’s exclusive caterer; therefore, outside food is not permitted.

**Final Count and Payment Policy:** A final headcount of the group number and full payment are due seven (7) days prior to the group visit. Groups booking within seven (7) days of a visit will be required to sign this contract and provide full payment via credit card upon making their reservation. If paying by check, please make checks payable to the “National Constitution Center” and mail to the above address, attention: Group Sales. **All payments are final and non-refundable.** Failure to make full payment 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. P.O.s will not be accepted on the day of visit. Payment from P.O. must be received within 30 days after visit.

**NCC Accessibility Policy:** Personal Care Attendants of visitors with disabilities are admitted to the National Constitution Center free of charge, and are not counted toward the fifteen (15) person minimum to qualify for the group discount.

**Cancellation Policy:** Please notify the Group Sales Department at least seventy-two (72) hours in advance if your group must cancel. Your reservation may be rescheduled based on availability. If cancellation is made at least seventy-two (72) hours in advance of the group visit, payments made may be applied to a future visit made within a year of the cancellation. Payments will not be applied to a rescheduled visit if the Group Sales Department is not notified of the cancellation at least seventy-two (72) hours prior to the scheduled visit. Should there be a weather-related event or a city, state, or nationwide emergency that causes the NCC to close or makes it impossible for the group to visit, the NCC in its sole discretion may consider an exception to its refund or cancellation policies. This is solely up to the discretion of the NCC.

**Late Arrival Policy:** If your group is running late for their scheduled visit (and will not arrive by the time listed on the final invoice), the group may be reassigned into a new entry time based on availability.

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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 email this contract to [groupsales@constitutioncenter.org](mailto:groupsales@constitutioncenter.org).**

GROUP NAME: \_\_\_\_\_

Order #: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

On-site Contact: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

On-site Contact Cell Phone #: \_\_\_\_\_