

# NATIONAL CONSTITUTION CENTER

525 Arch Street | Independence Mall  
Philadelphia | PA 19106 | T 215 409 6600 | F 215 409 6650  
[www.constitutioncenter.org](http://www.constitutioncenter.org)

## **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.

**Chaperone 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 and chaperones must adhere to any and all instructions given by the staff of the National Constitution Center. The group/school has received permission from each student's parent/legal guardian to bring the student to the National Constitution Center. Failure to follow these guidelines may result in the group's removal from the National Constitution Center.

**Lunchroom:** Advanced reservations are required (\$15 per group) 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:** A 25% non-refundable deposit is due 10 days after the reservation is made. Deposits can be paid over the phone with any major credit card except Discover.\* Failure to pay the deposit 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. They will not 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 upon making reservation. If paying by check, please make checks payable to the National Constitution Center. Any overpayments may be applied to a future visit. **All payments are 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 72 hours in advance if your group must cancel. All payments are non-refundable. Reservation may be rescheduled based on availability. All payments will be applied to a future visit.

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**This contract states that you have read, understand, and will follow the terms of this Group Sales Contract. Please sign and mail this agreement to the National Constitution Center, Attn: Group Sales or fax to 215-409-6650.**

Group Name: \_\_\_\_\_ Confirmation #: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

Group Leader: \_\_\_\_\_ Date: \_\_\_\_\_