



NATIONAL CONSTITUTION CENTER

525 Arch Street ★ Independence Mall ★ Philadelphia, PA 19106
215.409.6800 ★ constitutioncenter.org

2023-2024 GROUP SALES CONTRACT – TOUR OPERATOR

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.

Chaperone Policy: One chaperone is free and required for every 10 students in the group. Upon check-in, additional chaperones not accounted for in the final headcount will receive the group rate, subject to availability. Balance for additional chaperones must be collected prior to completion of the group check-in; individual payments will not be accepted. Chaperones must be at least the age of 21. Chaperones may include teachers, staff, and parents. Chaperones are responsible for student behavior. All chaperones must inform themselves on the policy and procedures of the NCC prior to the group 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 NCC staff and any NCC policies. Failure to follow these guidelines may result in the group’s removal from the National Constitution Center. Personal Care Attendants of students and visitors with disabilities are admitted to the National Constitution Center free of charge, and are not counted among the free chaperones under the chaperone quota outlined above.

Photograph Policy: You hereby acknowledge that 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.

Lunchroom: Advanced reservations and a lunchroom fee (\$20 per group) are required for student/youth groups choosing to bring their own bagged lunches. Individual lunches must be bagged/boxed together with the group’s name clearly labeled on it. The lunchroom fee is non-refundable and will be added to the total cost of the reservation. Boxed lunches and lunch vouchers for groups are available for purchase, and must be ordered at least 10 days in advance of your visit. Contact Brûlée Catering at 215.409.6600 ext. 6962 for menus and pricing. **Please note:** Brûlée Catering is the NCC’s exclusive caterer; therefore, with the exception of bagged lunches in the lunchroom, outside food is not permitted.

Final Count and Payment Policy: A final headcount of the group number, including chaperones, 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 (except Discover) 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. Any overpayments may be applied to a future visit. **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.

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. All payments will be applied to a future visit if cancellation is made at least seventy-two (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 seventy-two (72) hours prior to the scheduled visit. No refunds will be given for cancelled group visits. **All payments are final and non-refundable.** 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, an exception may be made to refund groups who cancel within seventy-two (72) hours. This is 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.

By signing this contract below, you acknowledge that you have read, understand, and will be bound by the terms and conditions 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: _____ Order #: _____

Date of Visit: _____ On-site Contact: _____

Authorized Signature: _____ On-site Contact Cell Phone #: _____