



DRURY LANE

THEATRE

Thank you for your group reservation, in order to maximize your Drury Lane experience, please follow these procedures:

- Please advise all members of your group that the Group Sales department will only speak with the group leader indicated on the contract
- **Sign** the enclosed agreement and **return one copy** to Group Sales along with the 10% **non-refundable/non-transferable** deposit within 14 days. Tickets are not held until the deposit is received.
- **Final payment** is due **three (3) weeks prior to your function date**. If your group is attending a performance of **42nd Street**, due to the popularity, we are asking groups to finalize counts and payment **four (4) weeks prior to your function date**.
- Once final payment has been made, you may cancel only 10% of the total number of paid tickets, up to one week prior to the performance for a refund. Dinner portions may be reduced to a minimum of 20 and may be canceled for a refund up to 48 hours prior to the performance. If you have a weekend function, you must call before 12 noon on Friday with any meal cancelations or adjustments.
- **If your group is dining with us:**
 - Everyone in your group will receive the same beginning course. Two items from the Group Sales menu may be selected for the entrées. **The exact count of each entrée must be given to the Group Sales Office at the time of your final payment (3 to 4 weeks prior to function date).**
 - Meal and theatre packages include tax and an 18% gratuity. The gratuity will automatically be added to each paid meal.
- Payments made by credit card must be accompanied by a signed credit card authorization form. Enclosed is a copy of this form, please let us know if you would like it sent via fax or e-mail.
- Payment by credit card must be used for any additional tickets being picked up day of show. Credit card number must be given to Group Sales for tab bars, unlimited wine or any other extras in the dining room.
- Since group discounts are determined by the number of tickets, should your group fall below 20, the deposit will be transferred to the box office, there is no longer a discount on tickets and the group would order off the menu the day of show. Groups must guarantee 20 meals and 20 theatre tickets to go through Group Sales for a discount.
- Seats in the theatre are assigned on a first come/first serve basis. Every effort will be made to keep your group together. When adjusting counts, the theatre reserves the right to determine where additional seats will be located or where seats will be removed. Couple seating will not be guaranteed.
- Upgraded menus, desserts, hors d'oeuvres and other amenities are available. Please contact us for information and pricing.

Please call in advance if you are planning to come into our office, as hours may vary. Group Sales office hours: Monday – Friday 9 a.m. until 4:30 p.m.

Thank you,

Paula Lovecchio p.lovecchio@drurylane.com

Nicole Windsor n.windsor@drurylane.com

GROUP THEATRE CONTRACT

Date Wednesday, September 27, 2017
Show Rock of Ages
Function Lunch/Theatre
Group **Wheaton Park District**
Contact Laura Bessey
Address 208 W. Union Avenue
Wheaton

Reservation Number **15028**
Date Booked 3/15/2017
Theatre Time 1:30 PM
Meal 11:30 AM
Phone # (630) 665-1415
Fax # (630) 260-6438
IL 60187-

Number Tickets **40 + 2** at **\$53.69** **Total Package \$2,147.60**
Extra Tickets **0** at **\$0.00** Extra Meals **0** at **\$0.00** **Total Extras \$0.00**
Premium **\$0.00** Upgrade Tax **\$0.00** Upgrade **\$0.00**

Total Due on Contract \$2,147.60

Deposit **April 6, 2017** Amount **\$210.00** Deposit **\$0.00**
Final Payment and Meal Counts **Sept. 6, 2017** Amount **\$1,937.60** Final Pd **\$0.00**

Signature

E-Mail lbsessey@wheatonparks.org

Check Number _____ enclosed for deposit/final payment

Please apply \$ _____ to the following credit card for deposit/final payment

Credit Card Number _____ Exp _____

Receipt of deposit is acceptance of the above policies.
We are unable to make any exceptions in the above policies.
Drury Lane reserves the right to change shows, prices, stars, and/or schedules.
PLEASE KEEP ONE COPY FOR YOUR RECORDS.