

CHICAGO ARCHITECTURE FOUNDATION

## GROUP SALES CONTRACT

### CLIENT INFORMATION

Laura Bessey

Wheaton Park District

208 W Union, Wheaton, IL 60187

Phone: (630) 510-5032

Email: lbessey@wheatonparks.org

Today's Date: 03/08/2017

Contract #: 455710

Reference #: 12-57669

### EVENT INFORMATION

Name: Architecture River Cruise

Details: Tuesday, August 22, 2017 from 10:00am - 11:30am

Begins at: Riverside Gardens on Chicago's Riverwalk at Michigan Ave, 112 E Wacker Dr, 60601

Ends at: Riverside Gardens on Chicago's Riverwalk at Michigan Ave, 112 E Wacker Dr, 60601

#### Contract Notes:

Day of tour contact: Laura Bessey

Phone: 630-215-6173

**River Cruise Agreement:** When you report to the ticket office at the dock, tickets will be issued for your group. Tickets will not be mailed in advance. Groups who wish to sit together should arrive at the dock 30 minutes prior to departure, as we cannot reserve seating. Groups arriving late may not be accommodated as boats depart precisely on time. Please be at the dock 30 minutes prior to departure time.

For emergencies on the day of the tour only (7 days per week, 9am-5pm, call (312) 330-3432 (non-published number)).

### COST AND PAYMENT INFORMATION

Summary of Charges:	1	Group Comp	@	\$0.00	=	\$0.00
	40	Tour Operator	@	\$26.00	=	\$1,040.00

	Due Dt	Amt Due	Total Due:	\$1,040.00
Payment Schedule:	03/17/2017	\$520.00	Total Paid:	\$0.00
	08/08/2017	\$520.00	BALANCE DUE:	\$1,040.00

#### Payment Information:

☐ Check Enclosed, payable to Chicago Architecture Foundation

☐ Charge \$ \_\_\_\_\_ to: ☐ American Express ☐ Discover ☐ MasterCard ☐ Visa

Cardholder Name \_\_\_\_\_

Card # \_\_\_\_\_ Exp. \_\_\_\_\_

☐ If paying by credit card, CAF may use this credit card for deposit and balance due.

☐ CAF may use this credit card for deposit only.

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## TERMS AND CONDITIONS

- The River Cruise departs promptly at the scheduled time. Route is subject to change without notice.
  - Every passenger must have a ticket, including infants.
  - All passengers and personal effects are subject to inspection as a condition of boarding.
  - No refunds or exchanges will be given in the event that ridership is less than the paid passenger count.
  - Any reservation not paid in full with a signed contract 14 days in advance is subject to cancellation.
  - We reserve the right to sell all available tickets for each scheduled cruise. Any group purchasing less than the full boat capacity will share the cruise with other members of the public.
  - Rebooking for late groups is based on availability and is not guaranteed.
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## CANCELLATION POLICY

All tours depart rain or shine. Deposits are refundable only if reservation is cancelled more than 30 days in advance of cruise date. Timely deposits and final payments are essential to confirming your reservation. Please do not risk cancellation by missing payment deadlines. Within fourteen (14) days prior to cruise date, there will be no refunds, credits, or exchanges. Any group reservation not paid in full fourteen (14) days prior to the event date may be cancelled at our sole discretion resulting in forfeiture of deposit.

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## CONTRACT AGREEMENT

I understand and agree to the specifics of this tour contract.

Name Michael Benard - Executive Director

Signature 

Date 3/14/17

**Please send signed contract and payment to:**

Chicago Architecture Foundation  
Group Sales  
224 South Michigan Avenue  
Chicago, IL 60604

Phone: 312.322.1130  
Fax: 312.277.1040  
groupsales@architecture.org

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224 S. Michigan Ave. | 312.322.1130 | Chicago, Illinois 60604 | [architecture.org](http://architecture.org)

