



DRURY LANE
GROUP SERVICES

TERMS AND CONDITIONS

- **A 10% non-refundable, non-transferable deposit is due fourteen days from receipt of this contract to secure your reservation.** Performance tickets will not be held or reserved until the deposit is received.
- **Final payment is due two weeks prior to the contracted performance date** or tickets may be forfeited.
- Final payments can be made by check or credit card. Checks should be made payable to Drury Lane Events. **Any payments made with a credit card must be accompanied by a signed credit card authorization form and will include a 3% processing fee.**
- **Once final payment has been made, all sales are final.**
- Please confirm all dates, times, and guest guarantees listed herein are correct prior to signing.
- Drury Lane will only reduce the final guest count by 10% from your guaranteed numbers listed herein. **The release of theatre seats must be done at least three weeks prior to your scheduled performance.**
- **Seating locations will be based on best available at the time of booking with initial deposit.**
- **Accessible seating requirements and special dietary requests must be arranged prior to the final payment.**
- Drury Lane offers wheelchairs and hearing devices, which are available at our Box Office on a first come first serve basis with a valid ID.
- Should you wish to increase your meal or ticket count after final payment, the request will be honored based on availability. Every effort will be made to keep your group together, however the theatre reserves the right to determine where additional seats will be located. Credit card payment is required for any add-on tickets.
- Drury Lane will hold performance and meal tickets at the Group Check-In Table for pick up on the day of the performance. Tickets are mailed only upon request. To ensure proper delivery, Drury Lane will not mail tickets within ten days of performance.
- Pricing is subject to change until a contract is issued. Prices freeze when Group Services receives a signed contract and initial deposit within the date listed on the contract. Price freeze does not pertain to Tax and Service fee.
- Please advise all members of your group that the Group Services department will only speak with the Group Leader indicated on your contract.

If your group is dining with us:

- Everybody in your group will receive the same first course and third course.
- The exact count of your entree must be given to the Group Services Department three weeks prior to your event date as noted on your original agreement.
- All meals are subject to Tax and Service fee.
- Tax and Service fees are subject to change.

I acknowledge I have read and understand these terms and conditions.

Signed: _____

Date: _____