

# River Oaks

## Private Dining Contract

Date of Event:
Name of Function:-----
Contact Name and Address:-----
City/State/Zip
Telephone:-----
Email:-----

A 20% service charge is added to all Food and Beverage Functions  
 There is a \$750 food and beverage minimum required for booking the private dining room for lunch. There is a \$2,000 food and beverage minimum required for booking the private dining room for dinner. The private dining room seats a maximum of 22 people. There is a \$6,000 food and beverage minimum require for booking the main dining room at dinner and a \$2,500 minimum at lunch. The main dining room seats a maximum of 40-50 people. To buy out the entire restaurant there is a food and beverage minimum of \$10,000 for dinner and \$5,000 for lunch.

Payment Arrangements	
Billing Instructions	Credit Card #
Person Authorized to	Expiration Date
Sign Master Account	CVC
Master Account Billed To	

Number of G u e s t s Attending	Date	Room	Audio/Visuals?	Menu

To confirm these arrangements on a definite basis, please carefully review the entire agreement form, sign and return one copy by emailing to [colleen@riveroaksrestaurant.com](mailto:colleen@riveroaksrestaurant.com). Failure to meet the deadline dates may result in cancellation of this agreement.

PLEASE CONTACT US AT 901-683-9305 TO DISCUSS ANY SPECIFIC DETAILS, ETC

## Comments and Special Arrangements

**Please Review the Following Terms and Conditions for Additional Information Concerning this Agreement**

### Private Dining Contract

**Guarantees:**

Your expected attendance must be received by this office no later than noon, three working days prior to the commencement of the function. This representation will be considered a guaranteed number not subject to reduction. Preparation for and charges related to the function will be made based upon this guarantee. Menu selections and arrangements must be confirmed with the restaurant 72 hours prior to the event date. Any unmet minimum will be charged to the credit card on the master account.

**Payment:**

Payment arrangements must be made and stated in advance. A credit card will be held on file for the event food and beverage minimum as listed. In the event of cancellation with 48 hour or less notice, 50% of the required food and beverage minimum will be charged to the master account provided.

**Cancellation Policy:**

Events cancelled 4 working days or more prior to the scheduled event do not incur any cancellation penalties. Events cancelled with 48 hours or less notice will incur a cancellaion penalty of 50% of the required food and beverage minimum.

**Provision of Alcoholic Beverages**

As a purveyor of Alcoholic beverages, we encourage guests to drink responsibly. We will not serve anyone who appears to be intoxicated nor will we serve minors. The restaurant will not allow any food or beverage to be brought into public areas from an outside source without prior approval.

River Oaks Management reserves the right to make any decision that will insure that there is no unnecessary interference into any other dining room. It is important that we respect the privacdy rights of all of our patrons.

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Restaurant Representative  
Private Dining Manager  
River Oaks Restaurant

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Accepted by (client's name) and title  
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-----  
Date

-----  
Date

**River Oaks Restaurant**  
5871 Poplar Avenue  
Memphis, TN 38119  
(901) 683-9305  
Fax (901) 683-9318  
Email [colleen@riveroaksrestaurant.com](mailto:colleen@riveroaksrestaurant.com)