



**PRIVATE DINING AND EVENTS CONTRACT**

Oxbow's beautiful, beautiful second floor is used for large parties, banquets, and special events for groups of 25 to 80. The space includes an entire wall of windows that overlooks the Puyallup River and a private and quaint small patio for your use.

We offer in-house A/V equipment, including a 100" screen, projector, and sound system at no additional cost.

**Event Timing**

To ensure the best experience for all guests and proper staffing, private dining events are scheduled for a defined time period. Your reservation includes a three and a half (3.5) hour event time, with additional time available upon request and subject to availability.

**Food & Beverage Minimum**

Daily (10am to 2:30pm) \$1500.00 plus tax and 22% service charge  
Sunday through Thursday: \$2500.00 plus tax and 22% service charge  
Friday and Saturday: \$3500.00 plus tax and 22% service charge

We require a deposit of \$1500.00 to hold the space and **cannot guarantee** its availability until the deposit and contract have been received. (\$1000 for 10am-2:30pm reservations)

Deposits are non-refundable if cancelled within 14 days of the scheduled event

Menu, bar package, date, time, and guest count are due to Oxbow **5 business days** prior to your event. In the event your actual guest count is less than your confirmed guest count, you will be charged for your confirmed guest count. If your actual guest count is larger than your confirmed guest count, we will do our best to accommodate and you will be charged for your actual guest count.

We limit guests to a total of 3 750ml bottles wine or champagne that can be brought in for an event with a \$20 corkage per bottle. Outside desserts incur a \$25 fee. If cutting and plating services are requested, the charge is \$3/pp

Please do not hesitate to reach out if you have any questions.  
[events@oxbowurbankitchen.com](mailto:events@oxbowurbankitchen.com), (253) 888-1299 or visit our website  
at [www.oxbowurbankitchen.com](http://www.oxbowurbankitchen.com)

**Reservations confirmed once deposit has been accepted**

**BY SIGNING THIS, YOU ARE AGREEING TO THE TERMS OF OUR GUIDELINES**

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**Thank you for selecting Oxbow for your event; we look forward to serving you.**

**Event Date:**