

Private Party Policies

Menu selection

As our menus are seasonal, we suggest that you make your initial menu selection no earlier than one month prior to your event. If you wish to make your selection earlier than this, please contact our Event Director for assistance.

If you desire something in addition to what is included on our menus, please let our Event Director know. Our Chef and team of culinary experts welcome the opportunity to customize menus and services to create a unique and memorable event for you.

Please notify our Event Director of any known special dietary needs when submitting your initial menu selection. If dietary needs are made known *after* the initial selection we will do our best to make accommodations.

Preservation Kitchen offers a limited children's menu specifically designed for each party. Please talk to our Event Director about these options.

Guarantee

Your initial menu selection is required no later than 14 days prior to the date of the scheduled event. Any major changes must be made no later than seven days prior to the event date. A final guaranteed number of attendees ("final guarantee") is required no later than three days prior to the event. If the final guarantee is not received within three days of the scheduled event, the estimated attendance number specified on the Event Contract will be designated as the final guarantee. Once determined, the final guarantee is not subject to reduction.

Final charges will be based upon the final guarantee OR the actual meal count, whichever is greater.

Payment

A deposit of 50% of the minimum food and beverage charges must be paid upon signature of the Event Contract. The remaining 50%, as well as any adjustments or additions to the final charges will be reflected in the final invoice payable at the conclusion of the event.

Cancellation Policy

A credit card number is required to hold this reservation. In the event that you cancel this reservation with less than ten working days notice, your deposit of 50% of the minimum food and beverage charges will not be refunded.

Cancellations on the day of the event will be charged full price. The total fees paid (minus a 25.00 service charge) may go toward your next event if booked within six months.

Preservation Kitchen greatly values our customers and reserves the right to modify any of these policies due to personal circumstances