

Private Party Policies

Menu selection

As our menus are seasonal, we suggest that you make your initial menu selection no earlier than two months 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.

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.

Please notify our Event Director of any special dietary restrictions when submitting your final guarantee.

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

Payment

A deposit of 50% of the estimated food and beverage charges must be paid upon signature of the Event Contract. The remaining 50%, charges for all alcohol, 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

If we are notified of the cancellation more than 14 days before the scheduled date, a full refund of your deposit will be issued. If the cancellation notice is received less than 14 days prior to the scheduled date, you will be charged for 25% of the total estimated cost. If the cancellation notice is received less than seven days prior to the scheduled date, you will be charged for 50% of the total estimated cost. If the cancellation is received less than 48 hours prior to the scheduled event, you will be charged in full for the total estimated cost.

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