



FORK & GAVEL

CATERING FAQ & POLICIES

Frequently Asked Questions:

Why Fork and Gavel?

We care about your event, our food, and offer great prices and awesome, efficient service.

What size events does Fork and Gavel cater?

All sizes! Minimums often do apply, but if you can dream it, we can most likely do it!

Where does Fork and Gavel cater?

We are licensed and insured to offer our services and delicious food in the great state of Vermont.

What type of food does Fork and Gavel serve?

We can do all kinds, and love a challenge of a special order. We describe our approach to food as American comfort food, with a Vermont twist. We use local, fresh ingredients whenever we can, and we won't serve what we won't eat.

What service levels of catering does Fork and Gavel offer?

We offer pick up, delivery, and full service catering.

How do I place an order?

Give us a call, fill out our inquiry form and email us, or stop in to talk to Jenna or John.

How far in advance do I need to place my order?

*The sooner the better. If we had to say a time, we would say **48 hours**, that is what we need to place orders with our distributors and prepare. If your event will require staff, the more time we have to plan and schedule, the better it will be for all involved.*

Can I get my order delivered?

Yes, if scheduled. A delivery fee will apply. Flat fee of \$25 + a mileage fee for anything more than 10 miles from the Fork and Gavel. Payment is required prior to delivery.

I want to rent the café space for an event, can I do that?

You betchya! There is a space rental fee and/or a food and beverage minimum to do so. Typically, to rent our space for an event we would require a \$500.00 rental fee. Depending on your event this may be waived, we aren't looking to nickel and dime, simply to cover our costs and pay our staff. We can discuss in more detail when you chat with us! 😊

I still have more questions, who can I contact?

Email forkandgavelvt@gmail.com and speak with Jenna or John. Thanks!

POLICIES

Taxes & Gratuities

A 20% gratuity is added to meals and alcohol. 9% VT tax is added to meals and 10% tax is added to alcohol. (additional taxes such as the Stowe +1% tax will be added when applicable)

Deposit Policy

We require a non-refundable deposit in the amount of 50% of the estimated Food & Beverage cost. The balance of the bill will be due the day of the event.

Cancellation Policy

If you need to Cancel or postpone your event, you must cancel **10 days** prior to your event or you will forfeit the deposit and may be charged for perishable or specialty food items ordered and prepped. We accept menu selection changes up to 2 weeks prior to your event. Final guest counts are required **one week** prior to your event. *unless otherwise noted in the proposal.

Guaranteed Minimum Guest Count

Fork and Gavel will provide you with an event estimate and due date for the guaranteed minimum count. Final guest counts are required **ONE WEEK** prior to your event.

Menu Pricing & Staff Charges

We custom tailor each event to your vision and budget, therefore prices listed on our website are for food only. Staff charges depend on menu, guest count, venue, buffet vs. plated meals etc.

Alcohol Policy

Our company is licensed and Insured in Vermont. Please remember that whomever serves or provides alcohol carries the liability and is responsible. All alcohol must be purchased by Stowe Public House / Fork and Gavel and served by our trained employees. If you decide to provide your own alcohol, by law we cannot touch it. You can purchase the necessary insurance coverage to do so.

Payment

We prefer cash or check, as credit card processing fees are a hefty expense to us as small business owners. We prefer it **so much**, that we will extend a 3% discount to you for **NOT** using a credit card (so long as you have paid in full and on time) If you must, we do accept Visa, Amex, and MasterCard.

Allergies & Dietary Restrictions

We cook with a wide variety of products in our commercial kitchen, including nuts, shellfish, and gluten. Please be aware that while we are very mindful of cross-contamination, our equipment is used with all of our ingredients. We do our best to accommodate all ingredient restrictions/choices and will guide you through this process if you have any concerns for your guests.

Service ware

Compostable plates, cutlery, napkins, and serving utensils are available upon request for a package fee of \$1.00 per person. We include the use of all chaffing dishes, display and passed appetizer dishes. We also include serving utensils for all buffet items. If you wish to order specific service ware from a third party – we can make recommendations on vendors to work with.