

# FINE PRINT

## PLANNING YOUR EVENT

For a fabulous catered event, start by calling our office at 541-286-4412 or submit an inquiry online outlining your event details. We will follow up with you promptly, asking any questions that will assist us with understanding your catering needs. Our office is open Tues - Fri from 9 AM - 5 PM, with additional hours by appointment.

You may want to consider a few points in advance:

- What is your vision for the event?
- Do you have an established budget?
- Will you be needing linens and china?
- How many guests are you expecting?
- Have you selected your date and venue?
- Is bar service required?

After our consultation, we will create a comprehensive proposal that outlines all of the details of our services and the costs associated with them.

## MINIMUMS & PRICING

Forks and Corks Catering requires a \$450 food and beverage minimum per event. Forks Express orders require a \$100 food and beverage minimum per event. (Further information about our Forks Express service can be found on page 4.)

A 21% operations charge is applied to all food, beverage and rental equipment. For plated events, this service charge increases to 25% and clients who supply china from another source are charged 25% to cover additional set-up and clean-up expenses. Staffing charges are noted below. While we do everything we can to accurately estimate your staffing in your proposal, adjustments are often necessary during the planning process and/or after the event depending on the details and complexity of your event.

Waitstaff (per server) | 25 per hour

Event bartender (beer and wine) | 45 per hour

Event bartender (beer, wine and cocktails) | 65 per hour

Pantry/dishwasher (china events only) | 20 per hour

Chef (as required for on-site cooking, plating or grilling) | 40 per hour

Please note that our operations charge is not distributed to staff as a gratuity. Gratuity is at your discretion - not expected, but always appreciated by our staff.

## WHAT'S INCLUDED

Each Forks and Corks catered event includes the following:

- Durable compostable plates, flatware, and disposable drinkware
- Table linens for all food buffet and beverage tables
- Artful decor to match the colors and style of your event
- Food labels denoting menu items and dietary concerns
- Professional and polished service staff
- Cake cutting service for weddings and special occasions

Forks and Corks Catering will advise on how many tables the client should have available to display all food and beverages.

If you or your venue do not have tables available, they may be rented through Forks and Corks.

## CHINA SERVICE, LINENS, GLASSWARE & OTHER RENTALS

Standard compostable disposables are provided complimentary with all menus. We prefer to serve our food on eco-friendly china plates with glassware, flatware, and linen napkins and offer these rental options to our clients. We also have upgraded disposables available at an additional cost.

Guest table linens can be rented through Forks and Corks Catering in select colors and styles. Specialty linens of all sizes and styles are also available. Please inquire for additional details.

We can also provide bar glassware - including beer, wine, sparkling wine, and specialty drinks. Glassware rentals cost between \$0.35 and \$0.75 per glass.

## STEPS TO CONFIRM YOUR EVENT

### A SIGNATURE AND DEPOSIT ARE REQUIRED TO CONFIRM EVENT

Once you have approved your proposal and are ready to book our services, we require a signed Event Confirmation together with a deposit of \$250 or one-third of your estimated total - whichever is greater. This Event Confirmation will outline all the details we have proposed for you as well as our terms and policies. A signed Event Confirmation and deposit must be submitted to our office via mail or email within ten (10) days of receipt in order to secure the services of Forks and Corks Catering for your event date.

Events without a signed Event Confirmation are subject to cancellation - your event will remain unconfirmed and your date will be reopened for sale. After signing, all event details - including menu items - are flexible and may be modified with the caterer's approval up to thirty (30) days prior to your event. Final guest counts are due 10-14 days before your event.

PLEASE NOTE: Proposals do not hold your event date. We often receive multiple inquiries for the same date and have several proposals out to clients at a time. If you are wanting to make sure you do not lose your selected date to another event, please request an Event Confirmation be sent to you for signature and deposit.

## PAYMENT TERMS

Payment terms vary for approved corporate customers. Other clients who do not have established payment terms with us will be invoiced at the time the final count is received.

Payment is due in full prior to the event unless otherwise agreed upon.

For most events, including weddings and large social events, the following payment schedule will apply:

**Payment #1 (First Deposit):** A deposit of \$250 or 1/3 of the estimated total (whichever is greater) is required to secure our services on your event date. This deposit is due ten (10) days from receipt of your Event Confirmation together with your signed Event Confirmation.

We accept cash, checks, Mastercard, Visa, Discover and American Express. A credit card is required to be held on record for any events that include items charged on consumption that will be calculated at the end of your event. Please note that a 3% processing fee will be charged for all credit and debit transactions.

**Payment #2 (Second Deposit):** A second deposit of 1/3 the estimated total is due on the date midway between the date of your first deposit and your event date.

**Payment #3 (Final Count Deposit):** A final guest count is due 10-14 days before your event. Once Forks and Corks receives this count, we will invoice you the total balance of your event less any amounts charged on consumption. Payment of this balance must be made no later than five (5) days prior to your event. Only cash, certified checks, or credit cards with a signed authorization will be accepted less than two (2) days prior to your event for any payments toward the balance.

**Payment #4 (Consumption Charges):** For all weddings and large social events, your credit card number will be kept on file for items charged on consumption and incidental charges incurred during the event. Please provide this number at the signing of your Event Confirmation. These charges will be calculated and charged to your card on the first business day following your event. If you would like to complete this payment by cash or check, please make arrangements to do so prior to your event.

## MENU CHANGES & MARKET PRICING

After signing your Event Confirmation and placing a deposit, all event details - including menu items are flexible and may be modified with the caterer's approval until thirty (30) days before your event. Changes made after this time are at the discretion of the caterer and may be subject to a change fee of \$150.

Forks and Corks Catering reserves the right to substitute ingredients (with the client's input and approval) and/or raise prices in the event that food prices rise substantially between the time of signing your Event Confirmation and the date of your event. Prices are not guaranteed until thirty (30) days prior to your event. Forks and Corks will notify you in advance and help plan alternatives, if necessary.

## GUEST COUNTS

For weddings and large functions, please be prepared with your final count 10-14 days prior to your event. If your final count is significantly less than the number of guests on your Event Confirmation, it may be necessary to recalculate the menu price. Modest additions to guest counts will be accepted until seventy-two (72) hours prior to the event date. If more guests show than what you have contracted for, the balance of the guest count will be added to your invoice together with a surcharge of 50% of the per person price for each additional person above the originally confirmed guest count.

We provide generous portions for the number of confirmed guests. We don't want either you or our staff to be embarrassed by running out of food. For the comfort of you and your guests and to ensure no embarrassment, please make your guest count is as accurate as possible.

A discounted rate for children nine (9) and under applies to most events. Children nine (9) and under are typically charged at half the rate of an adult. Children two (2) and under are free, but should be included in your total guest count for seating purposes if they require a chair. High chairs are not provided with catered services but may be available to you through your venue.

## BUFFETS & LEFTOVERS

To ensure the quality, integrity and safety of all food products, food service duration (buffet) is limited to a maximum of two (2) hours. If our staff is replacing trays or food items on a buffet over a period of time, a longer service time is permitted. Due to Health Department regulations, all prepared food that is not consumed during the function will be disposed of by Forks and Corks Catering, or if food safe and accommodations allow, packaged in "to go" containers with a signed liability waiver form. It is at the discretion of Forks and Corks Catering whether leftover food is packaged or disposed of. We also will be delighted to deliver safe, unused food to Stone Soup or Community Outreach at your request.

No outside food may be brought to the event except wedding cakes or cupcakes or per previous written agreement and a signed liability waiver form.

## FOOD ALLERGIES

Forks and Corks Catering understands the importance of accommodating allergies and special dietary needs. You will see an abbreviation next to each menu item indicating its compatibility with special diets. It is the client's responsibility to

communicate any special dietary needs of their guests in advance.

PLEASE NOTE: Gluten-free does not mean it is free of all spores and traces of gluten as we do not operate out of a

gluten-sterile facility. It should not be considered safe for any person with severe celiac disease. It is the client's

responsibility to communicate any special dietary needs of their guests in advance. We cannot guarantee allergen-free

food for those who have life-threatening allergies.

## CANCELLATION POLICY

In the event of an Act of God (i.e. snowstorm, ice storm, flooding or forced evacuations), Forks and Corks Catering will offer the client the option of rescheduling the event up to two months from the original scheduled date without forfeit of payments received. All expenses for perishable products and labor incurred prior to the event will be charged to the client, but Forks and Corks Catering will make every effort to minimize those expenses for the client. If a client cancels for any other reason, the following cancellation schedule will apply:

180 to 61 d 180 to 61 days prior to event | 25% of total bill  
60 to 14 days prior to event | 50% of total bill  
7 to 13 days prior to event | 65% of total bill  
1 to 6 days prior to event | 80% of total bill  
24 hours or less prior to event | 90% of total bil

## TASTINGS

We welcome the opportunity to provide tastings for brides and grooms so that they can determine the best menu selections for their wedding day. Those planning large functions may also want to consider a tasting before finalizing the menu. A detailed, in-person planning consultation is required for all events prior to scheduling a tasting - with a preliminary proposal outlining your favorite menu selections approved by you in advance. If you have not confirmed your event with us, a \$100 tasting fee will be collected prior to the tasting. This fee will be applied to your event deposit upon booking. Tastings are not guaranteed and depend on availability. Please note that availability during our wedding and holiday seasons is very limited.

## FORKS EXPRESS

Forks Express is a convenient line of drop-and-go catering for your simple event and meeting needs. Your orders can be picked up at our Corvallis commissary or delivered to your site for a delivery fee of \$15 within a 10 mile radius of our facility. Additional fees apply for sites over 10 miles away. We do not charge our standard 20% fee for this service.

All Forks Express orders are delivered on disposable trays and containers with disposable plates, utensils, beverageware, napkins and serviceware as required. Forks Express Gourmet Boxed Lunches are packaged in individual containers - complete with beverage and utensils.

Please note that not all e Please note that not all events are appropriate for drop-and-go service. Parties over fifty (50) guests or those with menu

items that are not conducive to casual transportation and handling may require a server to facilitate delivery and service.

Forks Express payments must be made in full prior to your event unless you are an approved corporate customer.



## BAR INFORMATION

Forks and Corks Catering is OLCC licensed to serve beer, wine and spirits at events. We have trained and licensed bartenders and carry full liquor liability insurance. We take the responsibility of alcohol very seriously and appreciate the cooperation of our clients in helping us to ensure the safety and protection of each guest. OLCC prohibits serving alcohol to anyone visibly intoxicated or minors under the age of 21. Forks and Corks Catering strictly abides by all OLCC laws and regulations and will request identification for guests appearing under the age of 26. Guests without a valid ID or those showing signs of intoxication will not be served. Food must be present for consumption during the time of alcohol service.

Legally forbidden by OLCC, guests cannot self-serve during functions where an OLCC license holder (in this case, Forks and Corks Catering) is present. Our Forks Express "drop-n-go" catering may be a great option if you prefer a more casual self-service of alcohol. Please note that not all events are appropriate for Forks Express. Parties over fifty (50) guests or those with menu items that are not conducive to casual transportation and handling may require a server to facilitate delivery and service. Please inquire for more details.

BAR STYLE OPTIONS | Choose the category that best fits your budget and preferences:

### (1) HOSTED OPTION A - CHARGED ON CONSUMPTION

The charged on consumption bar provides unlimited beverages charged on consumption at the end of the event. Please see our "Corks - Bar & Beverage" menu for pricing of beer, wine, cocktails and other beverages. The host is responsible for all costs, including the cost of all consumed drinks and/or open bottles and bar set-up and service fees. A service charge of 21% will be applied to all sales. Customers will be billed within three (3) business days after the event.

### (2) BYOB BAR

The BYOB bar allows the client to provide their own alcohol at the event. A corkage fee will apply to all consumed drinks and/or open bottles provided by the client. Please inquire for pricing. The host is responsible for all costs, including the cost of all consumed drinks and/or open bottles and bar set-up and service fees. A service charge of 20% will be applied to all sales. Customers will be billed within three (3) business days after the event.

For BYOB bars, the client is responsible for chilling all beer and white wine prior to Forks and Corks Catering's arrival. At that time, Forks and Corks Catering will keep beverages iced throughout the four hour service period. If the client is providing kegs, they are responsible for having them barreled, iced, and tapped prior to Forks and Corks Catering's arrival. Some venues require that alcohol be purchased directly through a licensed caterer. Please check with your venue about their alcohol policies.

## OUTSIDE BARTENDING

As an OLCC license holder, OLCC law makes Forks and Corks Catering responsible for alcohol service at every event we cater where our staff is on-site throughout the event - regardless of whether we provide or serve the alcohol. In most instances, this means we expect to provide bartending services to events that we cater, ensuring that OLCC regulations are appropriately enforced.

If, however, a client chooses to have alcohol poured by a non-Forks and Corks bartender, and would still like to have Forks and Corks servers at their event, the bartender(s) must provide Forks and Corks Catering with a copy of their current and valid OLCC permit(s) no later than two (2) weeks prior to the event - and be able and willing to produce it for inspection on event day. The bartender(s) can in no way consume alcohol during the event and must not be a part of the party. They will be required to remain behind the bar during the course of the event. The client will be required to sign a release form stating that Forks and Corks Catering will have no part in the provision, service, monitoring, or clean up of any alcohol related to the event. In this instance, Forks and Corks servers will only stay through the food service part of the event before cleaning up and departing. Bar glassware and clean-up will be the responsibility of the client's bartender(s). Forks and Corks reserves the right to discontinue food service and depart the event if the alcohol service violates OLCC regulations in any way. The client will remain responsible for the full amount of the catering.