

# Additional Info

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Full service catering for buffet style will incur a service fee that covers our vehicle cost and usage, heating chafers, servers, and all other equipment required to properly fulfill the needs of the event. It is our goal to accommodate your event, accommodate guests requests, set up, delivery, and preparation for your event, restocking as appropriate, the take down of our catering equipment, clean up of all areas used by catering team, and clean up of empty guests plates.

There are additional menu items available upon request such as, an A la carte Menu, and Wedding, Baby Shower, Funeral, & Corporate Packages.

## **F.A.Q.**

### **Q. What is your average price per person?**

A. Our average price per person will depend on many factors, such as the specific menu you choose, service style, staff needs, hours on-site, rentals, and set up and break down and start at approximately \$20 per person for a simply catered dinner buffet service.

### **Q. Do you have a minimum?**

A. Our minimums are 25 people for Catered Events, 2+ people for Personal Chef Services.

### **Q. What if my event is below the minimums?**

A. We'd love to provide catering for your intimate event and suggest our Personal Chef Services for events for 1-15 people. If you would like catered services, we will charge you our minimum price for events for smaller than 25 people, as well as \$125 kitchen and coordination fee associated with events below our minimums. Please contact us to start the process and for the most detailed proposal.

### **Q. Are there any fees in addition to the menu price?**

A. Yes. All of our pricing is custom to your desired menu, plus an 25% service charge and Sales Tax. Gratuity suggested, but not required.

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## **F.A.Q.**

### **Q. What does the 25% service fee include?**

A. Our service charge includes service equipment (chafing dishes, pans, serving utensils, service bowls and trays for all room temperate/cold items), menu planning, calls & emails, food preparation, thermal controlled equipment for transportation (coolers, ice, Cambro hot boxes) , and operating costs, and all labor needed to execute our services.

### **Q. What if I want to change my menu?**

A. No problem! Choose the ***Chef Curated Menu*** option, and Chef Gabby Jay will have 15 minute phone consultation to understand your needs and wants, as well as communicate via email when needed. Once you've secured your event date with a deposit, you'll have the freedom to adjust your menu and services as desired until 30 days prior to your event date.

### **Q. What is your cancellation policy?**

A. *30+ Days Prior to Original Date of Event:*

- \* 50% of your initial deposit is non-refundable
- \* Plus: Any other real charges incurred by Pot Liqueur on behalf of client (i.e. Tasting Fees, Pre-Paid Rentals, Staffing, Food or Utensils already purchased,etc.) are non-refundable.
- \* 3% Credit Card Processing Fees on any payments processed are non-refundable.

*Within 30 days of Original Event Date:*

- \* Payments are Non-refundable.

### **Q. How far will you Travel?**

A. We are frequent in the DMV and have traveled to surrounding states such as Delaware. We are free to travel to all 50 States within the US and around the world. Keep in mind the expectation of additional charges for the clients including the cost of travel, lodging (if needed), cost of groceries, utensils & kitchen space needed out of state, and any other services needed.

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### **Q. Where can you cater?**

A. We can cater at any location that allows caterers. This includes public or private locations, parks, beaches, recreation centers, churches, venue spaces, etc.

### **Q. What about the leftovers?**

A. If there happens to be any leftovers, all leftover food is for the client. We encourage each client to bring to-go containers for us to put any remaining food in, as we do not provide containers for left over food otherwise. Before the event is to start give to-go containers to those in charge, and we will make sure the leftover food is packaged by the end of the event.

### **Q. When do you need to know the number of guests?**

A. When the final balance is due, 30 days prior to your event date.

### **Q. What if I have changes within 30 days?**

A. In order to move forward with event preparations, ordering, and staffing, we ask that all details are finalized 30 days prior to your event. We understand that things can arise in those final weeks of planning that were not previously anticipated, and with the exception of lowering your guest count we can generally make minor adjustments .

### **Q. Do you have any children's options?**

A. We offer a children's menu with Chicken Tenders, Fries, Mac & Cheese or Chips, and Seasoned Green Beans, or ½ off of the adult menu with smaller portions for all children 10 and under. Ages 11 and up are counted as adults. Make sure to notify us of the amount of children from adults.

### **Q. What about Vendor Meals?**

A. Please make sure you have factored vendors into your costs and number of guests attending, so we know how many people to prepare food for.

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## **F.A.Q.**

### **Q.Can I substitute items or change the menus?**

A. Yes! All of our menus are suggested popular combinations, but only a place to start. We are very flexible and can vary menus to suit your needs. Any combinations are possible – just ask!

### **Q. Are there vegetarian, vegan, gluten free and allergen free options?**

A. Yes, we have many options for vegetarians, vegans or those with food sensitivities. Please let us know how many guests require an alternative option, and we will work with you on a menu custom to their dietary needs.

### **Q. Can I just pick up the food?**

A. Most menus are also available for Pick up or Delivery, packaged for easy client self-service – minimums apply.

### **Q. Can you arrange rentals?**

A. We have a list of event rental businesses within the area, but we do not rent out any equipment for clients. That is strictly the task of the client if it is a want or need for the event at hand.

### **Q. Do you offer tastings?**

A. Absolutely! Once the proposal process is complete and you're ready to "save the date", clients can choose from our selection of tastings at are \$100 for 4 people. We suggest who are undecided on which menu options they'd like to select, and include a selection of 3 entrees with sides that pair well with those options. If you choose to book with us within 2 weeks of your tasting date we will apply the \$100 fee to your invoice. Our tastings are typically scheduled Tuesdays & Thursdays from 11:00-5:00 at location of the client.

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## **F.A.Q.**

### **Q. Do you require a deposit?**

A. Yes, a 50% or \$1,000 minimum deposit is generally requested in order to secure your event date. We're happy to create payment arrangements for large events and bookings 12+ months out, so please ask if you'd like to discuss available options. For last minute bookings, we will work out an arrangement to suit the situation.

### **Q. How far ahead do I need to book the event?**

A. As soon as you know - let us know! Planning ahead is great, but we will always accommodate your last minute needs to the best of our ability!

### **Q. How can I book my event?**

A. We can discuss details over the phone, in person (NOT DURING COVID), or via email - whichever is easiest for you! In person meetings are appointment only and can be scheduled by phone or email.  
*301-767-5315, potliqueur@gmail.com*