

Reservation Request Form

By signature, the guest acknowledges and accepts the above policies. Please fill out the form below, sign and ***return the reservation request form*** along with the deposit.

If you wish to email this form, please email to portabella@portabellarest.com

If you prefer to mail the request form and deposit, our mailing address is:

Porta Bella
% Banquet Manager
425 N Frances Street
Madison, WI 53703

DAY & DATE OF EVENT: _____

TIME OF EVENT: _____

NUMBER OF GUESTS ATTENDING: _____

ROOM REQUESTED: _____

GUEST SIGNATURE: _____

DATE _____

PRINTED NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ CELLPHONE NUMR _____

EMAIL: _____

HOW DID YOU FIND OUT ABOUT US? _____

____ Yellow pages

____ Wedding Wire

____ MyWedding.com

____ Knot

____ Web site

____ Word of mouth

____ Other _____

April 2021

Timetable

Reservation request form and deposit – As soon as possible.

Reservations are **not** locked in until reservation form and deposit are received. Deposits are **NON-REFUNDABLE**

Please schedule a meeting with the banquet manager to view room arrangements and discuss menu options prior to filling out the banquet-planning guide.

45 days out - Banquet planning guide must be received.

Upon receiving the planning guide, we will prepare a banquet contract for your approval. All menu items and prices are subject to change. Prices and menu item selections will be locked in 45 days prior to the event on the banquet contract.

If you are using outside vendors (bakers, florists, bands), please provide their contact information and delivery times.

All caterers or outside vendors must contact the banquet manager.

If you are decorating your room, please contact the banquet manager with your decorating plans.

30 days prior to event – Banquet contract and balance due.

The balance due will be the greater of the minimum food and beverage OR the banquet contract.

Balance will be charged to the provided credit card information unless other arrangements. If payment is not received by the due date, the contract is null and void. The deposit will be forfeited.

Please call the restaurant at 608-256-3186 with your credit card number for the incidental expenses.

Schedule a planning meeting with the banquet manager to go over the event details.

14 days prior to event – Final guest counts and confirmation of entrée selections.

Please confirm the time schedule of your party.

If you are using the banquet menu, please send an updated list of guests and their menu choices.

Porta Bella will make the place cards for your guests. There will be a table at your event's entrance with the place cards.

If you have preferred seating charts, please supply them at least 14 days prior to event.

Guest counts will be locked in at this time. This will become your guaranteed number of guests. If necessary, you may add to this total. However you may not lower the guarantee.

Outside vendors must contact us to arrange delivery times and sign letters of agreement.

7 days prior to the event- Any last minute changes to guest list and entrée choices.

Day of event- Additional charges incurred on the day of the event (i.e., host sponsored bar, additional guests or damages) are due and payable on the day of the event. Prior to the event, please provide a charge card for the additional charges.

Under state revenue codes, groups requesting state exemptions must submit a copy of their tax exemption certificate along with the banquet contract prior to the event.

Porta Bella's Banquet Planning Guide

Porta Bella wants to ensure that your party is to your satisfaction. There are many questions that need to be answered. We have prepared the following planning guide to assist you in making your event a success.

Please email the form to portabella@portabellarest.com or mail.

This form needs to be returned to us no later than 45 days prior to your event.

Name _____

Room(s) requested _____

Day and Date of the event _____

Event type (graduation, wedding, business) _____

Time schedule

Starting and ending times _____

Arrival Time _____

Cocktail Hour _____

Appetizer serving time _____

Sit down dinner or buffet starting time _____

Dessert serving time _____

Start and ending times of music _____

Presentation/speeches (time) _____

Will you be decorating? See page 4 for instructions. When? _____

Will there be a late night buffet? When? _____

List of outside vendors and their telephone numbers. **Vendors are required to contact us 2 weeks prior to event to schedule delivery times and sign letters of agreement.**

Number of guests

Adults _____

Children _____

Number of highchairs/booster seats _____

Handicap _____

Table Arrangements

Sit down or buffet _____

Number of guests per table- Max=8, please consult banquet manager _____

Tablecloth color (ivory is standard) _____

Napkin color (burgundy is standard) _____

Will you need a head table? How many guests? _____

For appetizer parties, will you want tablecloths? _____

For cocktail parties, do you need cocktail tables? (additional charge of \$20/table).

How many? _____

Are you going to need extra tables? (gift, favors, guest book, cake) _____

How many and for what? _____

Bar Arrangements

Who's paying (Cash or host sponsored bar) _____

Host sponsored bar

Beer/wine and liquor choices _____

Will you be providing Non-alcoholic beverages? _____

Drink exclusions (shots, top shelf) _____

Do you need drink tickets? How many per person? _____

Wristbands? _____

Will appetizers be served during cocktail hour? Serving time? _____

Will there be a champagne toast? When? _____

Appetizer Menu choices (include quantities)

Menu choices

Salad (choose one salad) _____

Dressing choices (limit 2) _____

Entrée Choices (limit 3 for parties over 20, limit of 4 for parties less than 20)

_____ Qty _____

_____ Qty _____

_____ Qty _____

_____ Qty _____

Any dietary concerns? _____

Please have guests with dietary concerns, contact the banquet manager directly.

Do you need Children's menus? How many? _____

Children's Menu choices _____

Late Night menu choices _____

Dessert choices (limit 2)

Will you be bringing a cake or dessert? When? _____

All outside cakes or desserts require a receipt from a licensed facility.

There will be a \$ 2.00/guest plating charge on all cakes or desserts brought in.

The plating charge will include coordinating with the outside vendor, staff, plates, silver and napkins.

Do you need a cake table? _____

Do you want coffee service with the cake? _____

Caterer's name and telephone number _____

Will there be a cake cutting ceremony? What time? _____

Audio/ Visual

Music and audio visual (please refer to page 3 for policies)

Will you have a DJ or live music? _____

If so, what time will the music start and end? _____

Will you need a dance floor? _____

Will the DJ be bringing in additional lighting? _____

Will there be a photo booth? _____

Will you need a wireless microphone? _____

Do you prefer a hand held or clip-on mic? _____

Will you be using an iPod or computer for music? _____

Will there be a speaker or presentation? If so, when? How long? _____

Will you need audio/visual for a slide show or presentation? _____

Type of Computer (Mac or PC)? _____

Will you need monitors for a slide show? _____

Will you need audio with it? _____

Will you need a podium? _____

Payment Information

Who will be paying the bill? _____

Due to the additional amount of time required to do separate checks, separate checks are limited to groups less than 20. There will be an additional \$3.00/guest service charge for separate checks.

Will there be separate checks? _____

Credit card information

Acct # _____

Expiration date _____

Security Code _____

Billing address of card _____

By signature, the guest acknowledges and accepts Porta Bella's policies as outlined in the banquet packet dated July 2020

Guest Signature _____ Date _____

Thank you for taking the time to fill this out. It will help us out immensely in preparing for your party. Once I have received this planning guide, I will prepare your banquet proposal. If you have any questions or concerns, please call me at (608) 256-3186.

Edward Shinnick