

## *Reservation Request Form*

1. 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.
2. If you wish to email this form, please email to portabella@portabellarest.com
3. 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 NUMBER \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOW DID YOU FIND OUT ABOUT US? \_\_\_\_\_

\_\_\_\_ Yellow pages      \_\_\_\_ Wedding Wire      \_\_\_\_ MyWedding.com      \_\_\_\_ Weddingplanner.com

\_\_\_\_ Web site      \_\_\_\_ Word of mouth      \_\_\_\_ Other \_\_\_\_\_

**March 2018**

# 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 mail the form to [portabella@portabellarest.com](mailto:portabella@portabellarest.com) or mail.

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

1. Name \_\_\_\_\_
2. Room(s) requested \_\_\_\_\_
3. Day and Date of the event \_\_\_\_\_
4. Event type (graduation, wedding, business)\_\_\_\_\_
5. Time schedule
  - a. Starting and ending times \_\_\_\_\_
  - b. Arrival Time \_\_\_\_\_
  - c. Cocktail Hour \_\_\_\_\_
  - d. Appetizer serving time \_\_\_\_\_
  - e. Sit down dinner or buffet starting time \_\_\_\_\_
  - f. Dessert serving time \_\_\_\_\_
  - g. Start and ending times of music \_\_\_\_\_
  - h. Presentation/speeches (time)\_\_\_\_\_
  - i. Will you be decorating? See page 4 for instructions When? \_\_\_\_\_
  - j. Will there be a late night buffet? When? \_\_\_\_\_
  - k. 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.***
    - i. \_\_\_\_\_
    - ii. \_\_\_\_\_
    - iii. \_\_\_\_\_
6. Number of guests
  - a. Adults \_\_\_\_\_
  - b. Children \_\_\_\_\_  
Number of highchairs/booster seats \_\_\_\_\_
  - c. Handicap \_\_\_\_\_
7. Bar Arrangements
  - a. Who's paying (Cash or host sponsored bar) \_\_\_\_\_
  - b. Host sponsored bar
    - i. Beer/wine and liquor choices \_\_\_\_\_
    - ii. Will you be providing Non-alcoholic beverages? \_\_\_\_\_
    - iii. Drink exclusions (shots, top shelf) \_\_\_\_\_
  - c. Do you need drink tickets? How many per person? \_\_\_\_\_
  - d. Wristbands? \_\_\_\_\_
  - e. Will appetizers be served during cocktail hour? Serving time? \_\_\_\_\_

8. Appetizer Menu choices (**include quantities**)

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_
- h. \_\_\_\_\_

9. Table Arrangements

- a. Sit down or buffet \_\_\_\_\_
- b. Number of guests per table- Max=8, please consult banquet manager \_\_\_\_\_
- c. Tablecloth color (ivory is standard) \_\_\_\_\_
- d. Napkin color (burgundy is standard) \_\_\_\_\_
- e. Will you need a head table? How many guests? \_\_\_\_\_
- f. For appetizer parties, will you want tablecloths? \_\_\_\_\_
- g. For cocktail parties, do you need cocktail tables? (additional charge of \$15/table).  
How many? \_\_\_\_\_
- h. Are you going to need extra tables? (gift, favors, guest book, cake) \_\_\_\_\_  
How many and for what? \_\_\_\_\_

10. Menu choices

- a. Salad (choose one salad) \_\_\_\_\_
- b. Dressing choices (limit 2) \_\_\_\_\_
- c. Entrée Choices
  - i. For parties of 25 or less, limit of 4 menu choices
  - ii. For parties of 26 or more, limit of 3 choices. Please indicate how many of each item you would like.
  - iii. Menu choices
    - 1. \_\_\_\_\_ Qty \_\_\_\_\_
    - 2. \_\_\_\_\_ Qty \_\_\_\_\_
    - 3. \_\_\_\_\_ Qty \_\_\_\_\_
    - 4. \_\_\_\_\_ Qty \_\_\_\_\_

- d. Dessert choices (limit 2)
  - i. \_\_\_\_\_
  - ii. \_\_\_\_\_
  - iii. 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 \$1.50/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 \_\_\_\_\_

e. Will there be a cake cutting ceremony? What time? \_\_\_\_\_

f. Any dietary concerns? \_\_\_\_\_

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

g. Do you need Children's menus? How many? \_\_\_\_\_

a. Menu choices \_\_\_\_\_

b. \_\_\_\_\_

h. Late Night menu choices \_\_\_\_\_

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

a. Will you have a DJ or live music? \_\_\_\_\_

i. If so, what time will the music start and end? \_\_\_\_\_

ii. Will you need a dance floor? \_\_\_\_\_

iii. Will the DJ be bringing in additional lighting? \_\_\_\_\_

iv. Will there be a photo booth? \_\_\_\_\_

b. Will you need a wireless microphone? \_\_\_\_\_

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

c. Will you be using an iPod or computer for music? \_\_\_\_\_

d. Will there be a speaker or presentation? If so, when? How long? \_\_\_\_\_

e. Will you need audio/visual for a slide show or presentation? \_\_\_\_\_

f. Type of Computer (Mac or pc)? \_\_\_\_\_

g. Will you need monitors for a slide show? \_\_\_\_\_

h. Will you need audio with it? \_\_\_\_\_

i. Will you need a podium? \_\_\_\_\_

12. Who will be paying the bill? \_\_\_\_\_

13. 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? \_\_\_\_\_

14. Credit card information

a. Acct # \_\_\_\_\_

b. Expiration date \_\_\_\_\_

c. Security Code \_\_\_\_\_

d. Billing address of card \_\_\_\_\_

15. By signature, the guest acknowledges and accepts Porta Bella's policies as outlined in the banquet packet dated September 2018.

16. Timetable of deadlines: (Please refer to page 4 of policies for detailed instructions)

a. 45 days out- planning guide is due-Banquet contract will be prepared for your approval.

b. 30 days prior- Banquet contract and balance is due. Balance will be charged to the above credit card unless other arrangements have been made.

c. 14 days prior- Final guarantee of guest counts and confirmation of entrée selections

d. 7 days prior- Last minute changes to event

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*

*September 2018*