

Catering Questionnaire

Have you made your reservation? Please call the catering manager at (608) 256-3186 to make a reservation

Porta Bella wants to ensure that your catering event is to your satisfaction. There are many questions that need to be answered. Please fill out the following questionnaire to assist us in making your event a success.

Please email form to portabella@portabellarest.com

Name_____

Contact person_____

Address of event_____

Telephone number_____

Email Address_____

Date of the event_____

Time of the event_____

How long?_____

Serving time_____

Number of Guests_____

Beverage arrangements

Will you need beverage service?_____

Type of beverages_____

How many?_____

Will this be a buffet or sit down event?_____

Appetizer choices (include how many)

Salad Choices

Dressing choices (limit 2)_____

Menu choices (include how many)

Dessert (include how many)

Will you need service staff? _____
If so, for how long? _____

Menu pricing includes disposable silverware, napkins and plates.

**We offer silver, cloth napkins for an additional charge of \$1.50/person.
For additional extras, please check the page two.**

Facilities

Where will the event be served? _____

Do you have tables for food setup? _____

Will you need tables for guests to be seated at? _____

Tablecloths? _____

Who is paying the bill? _____

**If you have any questions, please call me at (608)256-3186
Thank you for taking the time to fill out this questionnaire. Once I have received this
form, I will prepare a banquet proposal for you.**

Edward Shinnick