

# **Porta Bella Catering**

## **General Information and policies**

### **Reserving your event**

If you are looking to have pans of food delivered without any setup, Eat Streets is now delivering for us. Go back to the home page and click on " Eat Street."

If you are looking to have Porta Bella setup at your site with buffet lines, Please continue reading this pamphlet. Please call Porta Bella at 608-256-3186 to reserve your catering.

For group orders over 20, please reserve your event date by calling Porta Bella at (608) 256-3186. We require a deposit of \$100.00 to reserve your date. For group orders of less than 20, a 48 hour notice is required. No deposit is required. Minimum delivery order must be \$ 100.00.

### **Guarantees**

For large group orders, the guaranteed number of guests must be received no later than 2 days prior to the event. You will be able to increase the guaranteed number until 24 hours prior to the event. You will be charged for the last guaranteed number we received regardless of attendance.

### **Payments and Charges**

Deposits are to be paid when reservation is booked. Deposits will be returned when equipment is returned.

All menu prices are subject to change. Prices will be locked in 30 days prior to the event.

For large parties of 25 or more, 7 days prior to the event, menu selections and prices will be locked in. The catering contract must be signed and sent back to the restaurant.

Final payment must be received 7 days prior to delivery. If payment is not received by due date, the contract is null and void

We accept, cash, checks, Mastercard, Visa, American Express and Discover.

5.5% sales tax will be added to all bills. Groups requesting state tax exemptions must submit s copy of their tax exemption certificate.

Additional charges apply at facilities which require a catering surcharge.

### **Service charges**

An 20% service charge will be added to the food bill. This service charge includes delivery, setup, and pickup.

### **Service Staff**

We are a full service caterer. If your event requires on site staffing, there is an additional \$20.00 per staff person per hour charge. Our service staff would be available to set tables, buffet service and cleanup after your event.

## **Extras**

All pricing includes disposable silverware, plates, napkins and cups.

Cloth tablecloths and napkins are available for \$ 1.50 person.

Cloth tablecloths are available for \$ 1.00/ tablecloth.

China and flatware are available for \$ 1.00/person.

Folding tables are available for \$ 10.00/each

Folding chairs are available for \$ 1.50.each

Setting up tables and chairs-\$20.00/hr

## **Food Service**

Price includes Porta Bella staff delivering and setting up the buffet line with chafing dishes. Please call the restaurant at 256-3186 when you are ready to have the chafing dishes picked up. Failure to return chafing dishes will result in a \$10.00/chafing dish charge.

The food will stay warm in the chafing dishes for a maximum of 3 hour.

## **Beverage Service**

Porta Bella can supply your beer, wine and non alcoholic beverage needs. Please contact us for our beer and wine lists. Beer is sold by the case only.