

# *Fixed Price Menu*

## *Instructions*

*Are you planning a large party. Porta Bella has come up with a fixed price menu to assist you in your menu planning.*

*We have created a menu from our most popular items. Price includes the salad, entrée, non-alcoholic beverage, gratuity and tax.*

- 1. Complete attached reservation request form and planning guide.**
  - a. Return to Porta Bella along with deposit.**
  - b. The banquet manager will prepare your proposal for review.**
  - c. Sign proposal and return to Porta Bella.**
  
- 2. Step by step instructions for your party.**
  - a. Choose one (1) salad and up to 3 items off of the entrée selections.**
  - b. Present your choices to your guests.**
  - c. Fill in the attached guest list with guest's name and menu choices.**
  - d. Return list to Porta Bella, 425 N Frances ST, Madison , WI 53703  
Or Email to [portabella@portabellarest.com](mailto:portabella@portabellarest.com)**
  - e. The balance due will be due two(2) weeks prior to the event.**
  - f. Porta Bella will prepare your name tags for your guests.**

## *Fixed Price Menus*

Price includes choice of one salad, entrée, non alcoholic beverage, gratuity and sales tax.

### *Salad Choices*

**Porta Salad** – Romaine and Iceberg lettuce topped with our special blend of ham, salami, cheddar and Mozzarella cheese, garbanzo beans and green peppers. Choice of two dressings.

**Caesar Salad** – Romaine topped with shaved parmesan, egg and croutons. Served with Caesar dressing.

**Strawberry and Almond Salad** – Mixed greens topped with strawberries, almonds and red onions. Served with a honey-dijon dressing.

### *Fixed Price- \$29.00*

Menu Choices

**Lasagna**  
**Chicken Alfredo**  
**Portabella Mushroom Alfredo**  
**Cannelloni**  
**Manicotti**  
**Chicken Parmesan**  
**Portabella Mushroom Ravioli**

**Mantova's Bolognese**  
**Porta Bella mushroom Alf**  
**Genoa Chicken Pesto**  
**Pancetta and Panna**  
**Short Rib Ravioli**  
**\*Chicken Rollatini**  
**Chicken Marsala**

### *Fixed Price- \$35.00*

**Bistecca Milano**  
**Lobster Ravioli**  
**Crab Stuffed Shrimp**  
**New York Strip**

- Denotes must be pre ordered

## *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 fax this document, please fax this document to (608) 256-1210. You may pay the deposit with a credit card over the telephone. Our telephone number is (608) 256-3186.
3. If you wish to email this form, please email to [portabella@portabellarest.com](mailto:portabella@portabellarest.com)
4. 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: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

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

November 2016

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

# *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 fax the completed form to (608) 256-1210 or email the form to [portabella@portabellarest.com](mailto:portabella@portabellarest.com)

**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? 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. \_\_\_\_\_

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).  
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.  
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. \_\_\_\_\_

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 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.
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 November 2016

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*

*November 2019*