

Porta Bella's Banquet and Conference Facilities

Welcome to Porta Bella's banquet facilities and conference center. We have built three facilities to meet your large party requirements.

Step into our tribute to our sister city, Mantova Italy. During our recent travels to Mantova, we brought back many design features of current and historical Mantova. The Palazzo Ducale Room and the Gonzaga Room feature murals of Mantova and Verona, vaulted ceilings and chandeliers.

Our facilities are available from 8 am to 1am, 7 days a week. We offer traditional Italian breakfasts, luncheons and dinners. Our new facilities have audio-visual capabilities along with the ability to have live music for your social events.



Palazzo Ducale Room

Named after the family castle built by the Gonzaga family from 1400-1700. The room has a capacity of 56 guests. Bar service is provided with a portable bar. The room is located on the first floor and is handicap accessible.

Gonzaga Room

Named after the ruling family of Mantova Italy from 1300 to 1700. This room has the capacity of 90 guests. The room is located on the first floor and is handicap accessible. The room has its own bar.



Mantova Room

Named after our sister city, Mantova, Italy. This room has a capacity of 180 guests. The room is located on the first floor and is handicap accessible. The room has its own bar. Ideal for conferences and events. The room is equipped for live music.





Wine Cellar

The wine cellar is an open table design. Tables can be configured in different arrangements. The banquet manager has table layouts available. The cellar has a staircase for access and is not handicap accessible. The cellar has its own bar and restrooms. There are two rooms in the wine cellar. The first one can seat 15-25 guests. The second one can seat 50 guests.

Patio

Tables may be configured in different arrangements. There is a portable bar available with limited drink selections. Capacity is 65 for a sit down dinner and 80 for an appetizer party. We will have an alternative indoor room available in case of inclement weather. The patio does not have audio/video capabilities.



Dining Rooms Capacities and Fees

Dining room	Capacity	Design	Deposit*	Food and beverage minimums***	
				Sun-Thur	Fri, Sat & Holidays
Palazzo Ducale	20-45	Tables/Booths	\$ 500	\$ 500	\$ 700 for 3 hours
Gonzaga Room	60-80	Tables/Booths	\$1000	\$ 1000	\$1200 for 3 hours
Mantova Room	180	Tables/Booths	\$2000	\$ 2200	\$3000 for 5 hours
Wine Cellar Center	25-45	Tables	\$ 500	\$ 500	\$ 700 for 3 hours
Wine Cellar Left	15-20	Tables	\$ 250	\$ 250	\$ 400 for 2 hours
Entire Wine Cellar	70-80	Tables	\$ 750	\$ 750	\$1200 for 3 hours
Patio	60	Tables	\$1000	\$ 1000	\$1500 for 3 hours

*Deposits are required at time of reservation. Deposits are **NON-REFUNDABLE**. Deposits will be applied towards your food and beverage bill.

**Minimum food and beverage sales required for time frame indicated. If you would like to have the room for a longer period of time, there is an additional food and beverage sales requirement of \$200.00 per hour.

We recommend that you come to our restaurant and view the facilities with the banquet manager. The banquet manager will be able to walk you through the facilities and answer any questions that you may have.

Private Room Setup Fees

Standard room setup includes tables, table cloths (dinners only), linen w/silverware and cleanup. Room setup charges are per room. For example, if you wish to use the wine cellar for cocktails and then move to the Gonzaga room for dinner, there would be 2 room setup charges.

1. For parties 24 and under- \$50.00
2. There is a \$ 100.00 room setup charge for parties of up 25- 49 guests.
3. There is a \$ 150.00 room setup charge for parties of 50-99.
4. There is a \$ 275.00 room setup charge for parties Of 100-159
5. There is a \$ 400.00 room setup charge for parties over 160

Audio/Visual/Music

1. Porta Bella's Mantova, Gonzaga and Palazzo rooms have 72-inch monitors that may be used in conjunction with presentations.
 - a. If you wish to use our audio/visual, you must provide a laptop with your files
 - b. Audio/visual equipment hookup is available for a \$75.00 fee.
 - c. Audio/visual equipment is not available for the patio.
2. If you wish to use our speaker system to amplify your recorded music from an electronic device, there is a \$75.00 hookup charge. Guests are responsible for any damages to our speaker system.
 - a. If you would like a dance floor with your recorded music, there is a \$ 200.00 setup charge.
 - b. Dance floors are only available with the Mantova Room rental
3. Live music (band or DJ) is only available in the Mantova Room in conjunction with a dinner event.
 - a. Music may be played up to 12am. All music must be pre-approved by Porta Bella.
 - b. As per Madison entertainment licensing, security personnel will be required. Security must be provided 1 hour prior to the start of the music until 1 hour after the event. All security personnel will be arranged through Porta Bella.
 - c. There is a \$500.00 live entertainment fee to have dancing and live music for 3 hours. This fee includes setting up the dance floor, hiring security personnel and staffing of two bartenders. Additional bartenders will cost \$ 50.00 per hour.
 - d. If you wish to have music for a longer period, the fee is \$200.00 per additional hour.
 - e. DJs or bands must provide their own speakers and amplifiers. DJs and bands must provide current ASCAP and BMI licensing certification.
 - f. DJs or bands and their music must have prior approval from Porta Bella management. **They are required to meet with the banquet manager and sign a letter of agreement.**
 - g. Karaoke systems must have their own speakers.
 - h. Fire Department regulations prohibits the use of pyrotechnics.
4. DJ's and live music is the responsibility of the party's host. Any damages or fines will be the host's responsibility. Porta Bella will NOT be held responsible for damages or fines.
5. Late night appetizer and pizza buffets are available for your dance guests.

Linen

1. Ivory tablecloths and burgundy linen napkins are furnished for sit down dinners with the exception of the patio. The patio will have vinyl tablecloths.
2. If you wish to have different colored tablecloths or napkins, they are available for an additional cost of \$.50/person.
3. Linen service for cocktail parties is available at an additional cost (\$1.50/person)

Miscellaneous

1. Table arrangements
 - a. The Mantova Room
 - i. For parties of 160 or less, the Mantova room is furnished with round tables and booths
 - ii. For parties over 161 guests, the Mantova room will be furnished with rectangular tables and booths.
 - b. Gonzaga and Palazzo room are furnished with round tables. If you desire rectangular or cocktail tables, there is an additional fee.
 - c. The wine cellar and patio are furnished with rectangular tables.
2. Porta Bella may charge an additional fee for equipment rental from outside sources.
3. All menu and bar items are subject to a 20% gratuity.
4. Wisconsin tax codes require a 5.5% sales tax be added to the total amount of the bill including service and room charges.
5. Decorating
 - a. Decorations are limited to table centerpieces. Candles are limited to tea candles.
 - b. No decorations may be attached to the walls or ceiling..
 - c. No glitter or confetti will be allowed. Additional fees will be charged to cleanup any glitter or confetti. (\$20.00/employee hour)
 - d. Pre party decorating must be coordinated two weeks prior to the event with the banquet manager. All decorations and setup parties must come through our loading dock located at **446 W Gilman St.** All decorating is the responsibility of the party's host. If you would like help from the Porta staff, there will be a \$20.00/staff hour service charge.
6. **All deliveries must come to our loading dock (446 W. Gilman).**
7. The restaurant reserves the right to charge a \$20.00/staff hour service fee for additional setup and cleanup with extraordinary requirements.
8. Porta Bella assumes no responsibility for the damage, loss or theft of merchandise or articles left in the restaurant prior to, during or after a function.
9. Porta Bella reserves the right to charge for any damages or fines occurred during the event.

Timetable

1. **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**
2. Please schedule a meeting with the banquet manager to view room arrangements and discuss menu options prior to filling out the banquet-planning guide.
3. **45 days out** - Banquet planning guide must be received. Upon receiving the planning guide, we will prepare a banquet contract for your approval.
 - a. 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.
 - b. 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.**
 - c. If you are decorating your room, please contact the banquet manager with your decorating plans.
4. **30 days prior to event** – Banquet contract and balance due.
 - a. The balance due will be the greater of the minimum food and beverage OR the banquet contract.
 - b. If payment is not received by the due date, the contract is null and void. The deposit will be forfeited.
 - c. **Please call the restaurant at 608-256-3186 with your credit card number for the incidental expenses.**

- d. **Schedule a planning meeting with the banquet manager to go over event details.**
5. **14 days prior to event** – Final guest counts and confirmation of entrée selections.
 - a. Please confirm the time schedule of your party.
 - b. If you are using the banquet menu, please send an updated list of guests and their menu choices.
 - c. Porta Bella will make the place cards for your guests. There will be a table at your event's entrance with the place cards.
 - d. If you have preferred seating charts, please supply them at least 14 days prior to event.
 - e. **Outside vendors must contact us to arrange delivery times and sign letters of agreement.**
6. **5 days prior to the event-** Any last minute changes to guest list and entrée choices.
7. **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.**
8. **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.**

Menu Selections

Cocktail and Appetizer Parties

1. Appetizer menu choices are limited to a maximum of 8 selections from the appetizer menu.
2. When planning your appetizer menu, you should allow for 10-15 pieces of appetizers per person. Appetizers are served buffet style.
3. For receptions in conjunction with a sit down dinner, plan on 5-6 pieces of appetizers per person.
4. Butler service available for additional charge.

Dinners

1. Dinners are served plated or buffet style.
2. For dinners of up to 25 guests, you have two options.
 - a. You may select up to 4 selections from Porta Bella's banquet menu. We will print up a separate menu for your guests. Note: Asterisk items must be pre-order.
 - b. Buffet- Prices include two entrée selections. If you wish three items, there is an additional charge. Please refer to the buffet menus (page 16-17) for selections
3. For dinners of 26 guests or more, you have three options:
 - a. You may select three entrees from the banquet menu. You must **pre-order** the number of each entrée, two weeks prior to the event. You must provide us with your guest list and their entrée choices. We will provide name cards to identify entrée selections.
 - b. **Pre-orders cannot be changed within 48 hours of the event. If you decide to change your order, you will be charged for the original item plus your new item.**
 - c. You may order one item for the whole group. You must let us know two weeks prior on how many entrees you will need.
 - d. Buffet- Prices include two entrée selections. If you wish three items, there is an additional charge. For children under 10, buffet price will be half. Please refer to the buffet menus for selections
4. Children's menus are available for guests under 10 years old. Children's menu items must be pre ordered

5. Fixed price menus are available. Fixed price menus include salad, entrée, non alcoholic beverage, gratuity and sales tax. Please check with banquet manager for menus.
6. Government menus are available for tax-exempt groups. Please contact the banquet manager for the menu. Government menus require tax exempt certificate.
 - a. You may select 4 items off of the government menu for groups up to 25.
 - b. For groups over 26, you may select 3 options. Groups over 26 will be required to pre-order. Pre orders must be in two weeks prior to event.
 - c. Buffet menus are available. (pages 16-17)
7. Brunch menus are available. Please see page 20.
8. Late night appetizers are available for dance events. (see pages 11-13)
9. Porta Bella can accommodate guests with special dietary needs. Please discuss these needs with the banquet manager prior to filling out the planning guide. Please have the guest contact the banquet manager about their menu choices.
10. State regulations require all food and beverages must be purchased through the restaurant with the exception of cakes made by a licensed facility. Receipts are required from outside vendors.
 - a. There will be a \$1.50/guest plating charge on cakes or desserts brought in. The plating charge will include coordinating with outside vendor, storage of cakes, staff, plates, silver and napkins.
 - b. If you are doing cupcakes, the caterer must provide the cupcake tiers.
 - c. Coffee service with cake- \$20/gal
11. Health regulations prohibit any food served buffet style or beverage from being removed from the restaurant prior to, during or after a function.
12. Tastings are available at an additional cost. Please make menu selections and contact banquet manager about setting up an appointment.

Beverage options

1. Host sponsored – All drinks will be put on a tab that will be paid for by the host at the end of the event. A 20% service charge will also be applied. The hourly gratuity will be waived. **Host must provide the credit card number with contract and balance due payment.**
 - a. Hosts can limit the selections that they will pay for. All other drinks would be considered a cash bar.
 - b. Host may set a dollar limit on their bar bill.
 - c. We strongly recommend using drink tickets as a way to limit consumption and expense.
2. Cash bar – Includes house brands, call liquors and top shelf brands, wines, imported and domestic beer and soft drinks. Guests pay for their own drinks. There is a \$30.00 per hour gratuity on cash bars. Minimum of 2 hours.
3. Drink packages are available:
 - a. #1-Domestic beers, house wines and rail drinks. 1st hour-\$10/person, each additional hour \$6/person
 - b. #2-Micro beers, house wines, premium drinks. 1st hour \$12/person, each additional hour \$6.50/person
 - c. 20% gratuity will be added to bill.
4. Champagne toasts are available for \$5.00/person
5. The person hosting the function is ultimately responsible for any underage or excessive drinking and the resulting damages or fines. Porta Bella enforces Wisconsin State Law that you must be 21 to drink. Under Wisconsin law, Porta Bella will not serve anyone under the age of 21 even if accompanied by a legal guardian.

- a. Porta Bella will be checking ID's.
- b. If underage guests are caught drinking, they will be asked to leave and the host will be charged a \$100.00 fine.
6. We offer a complete selection of beverages for your function. Under WI Law, all beverages must be purchased from the restaurant.
7. **Non-alcoholic beverages (coffee, tea and soft drinks) are included in dinner and buffet prices during meal service.**
8. **Non alcoholic beverages are not included with appetizer parties nor in conjunction with a dance. Non alcoholic beverages are available for \$2.50/person. Refills are free.**
9. Any bar function may be closed early per management discretion.
10. Management may require the use of wristbands.