

Porta Bella Catering

General Information and policies

Reserving your event

Reservations can only be made by calling the catering manager at (608) 256-3186

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. If you find that you must cancel, we require a 2-week notice to receive a full refund.

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 14 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, 21 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.
- Only corporate customers with approved credit will be extended terms. Payment terms are net 7 days.
- For non corporate events, final payment must be received 21 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 a copy of their tax exemption certificate.
- Additional charges apply at facilities which require a catering surcharge.

Service charges

An 18% 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.

Cancellations

For group orders over 25, cancellations received prior to 14 days of the event will receive a full refund of their deposit. Cancellations between 7-14 days prior to the event will receive 50% of their payments. There will be no refunds of cancellations of less than 7 days prior to the event.

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

1. Name _____
2. Contact person _____
3. Address of event _____
4. Telephone number _____
5. Email Address _____
6. Date of the event _____
7. Time of the event _____
 - a. How long? _____
 - b. Serving time _____
8. Number of Guests _____

9. Beverage arrangements
 - a. Will you need beverage service? _____
 - b. Type of beverages _____
 - c. How many? _____

10. Will this be a buffet or sit down event? _____

11. Appetizer choices (include how many)
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____

12. **Salad Choices**
- a. _____
 - b. Dressing choices (limit 2) _____
13. **Menu choices (include how many)**
- a. _____
 - b. _____
 - c. _____
 - d. _____
14. **Dessert (include how many)**
- a. _____
 - b. _____
15. **Will you need service staff? _____**
- a. If so, for how long? _____
16. **Menu pricing includes disposable silverware, napkins and plates.**
- a. We offer silver, cloth napkins for an additional charge of \$1.50/person.
 - b. For additional extras, please check the page two.
17. **Facilities**
- a. Where will the event be served? _____
 - b. Do you have tables for food setup? _____
 - c. Will you need tables for guests to be seated at? _____
 - d. Tablecloths? _____
18. **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

Porta Bella's Catering Menu

For appetizer parties, plan on 8-10 pieces per person

Hot Appetizers

Italian Stuffed Mushrooms – Stuffed with Italian meats and cheeses.	\$ 36.00 per 25 pieces
Bacon Stuffed Mushrooms - Stuffed with bacon, cream cheese, green peppers and onions.	\$ 36.00 per 25 pieces
Toasted Ravioli –Cheese stuffed ravioli, slightly breaded and baked until golden brown, served with Mama Troia's tomato sauce.	\$ 36.00 per 25 pieces
Italian Olive Bruschetta - Ciabatta bread topped with tomatoes, onions Feta cheese, green and black olives	\$ 45.00 per 30 pieces
Spinach and artichoke dip - Served with toasted ciabatta bread	\$ 30.95 serves 20
Spicy Cheese Bread – Loaves of French bread topped with a mixture of Mozzarella Cheddar Cheeses and spices	\$ 30.00 per 25 pieces
Garlic Smiked Provolone sticks - Served with Mama Troia's tomato sauce	\$ 36.00 per 25 pieces
Mini Meatballs smothered with Mama Troia's tomato sauce	\$ 25.00 for 25 pieces
Garibaldis - Layers of ham, salami, hot spicy cheese, sliced tomatoes and your choice of green or hot peppers.	\$ 40.00 per 36 pieces

Specialty pizzas

Choose from the following, pizza are cut in squares.	\$ 26.00 per 25 pieces
Salerno – Pepperoni, mushrooms and black olives.	
Deluxe -Sausage, mushrooms and choice of sweet or hot peppers.	
Super Hot – Pepperoni, sliced onions, spicy cheese and hot peppers.	
Vegetarian Pesto – Made with olive oil, fresh basil-walnut pesto, sliced tomatoes, fresh mushrooms, Mozzarella cheese and black olives.	
Chicken Florentino - Chicken breast, bacon, tomatoes, fresh spinach, Feta and Mozzarella cheeses.	

Cold Appetizers

Meat and Cheese platter – Assorted cheese and meats, served with crostini
\$ 55.00/serves 35

Vegetable tray - Assorted vegetables served with buttermilk dressing
\$ 50.00/serves 30

Antipasto platter- Marinated prosciutto, salami, pepperoni, ham,
Mozzarella cheese, artichoke hearts, roasted red peppers, cherry
tomatoes and red onions. Served with ciabatta bread \$ 50.00-serves 35

Marinated Mozzarella with basil- fresh mozzarella, basil and sun dried tomatoes
marinated in olive oil and spices. Served with ciabatta \$ 45.00/-50 pieces

Toasted Almond crusted goat cheese log- Goat cheese rolled in a mixture of toasted
almonds and peppercorns. Served with crostini \$ 42.00- 30 pieces

Pan of Porta or Caesar salad \$ 55.00/serves 15

Dinner Salads

Includes gourmet rolls and butter

Porta salad – Crisp cold iceberg and Romaine lettuce topped with our special blend
of ham, salami, Mozzarella and Cheddar cheeses, green peppers and garbanzo
beans \$11.50

Caesar salad- Romaine lettuce topped with black olives, red onions, eggs,
Five cheese blend and croutons. \$ 11.50

*Dressing Choices: Blue cheese, French Blue, French, Buttermilk, Caesar, Italian,
Tomato-Basil Vinaigrette, Feta Cheese*

Grilled Chicken Spinach salad – Spinach topped with slices of grilled lemon chicken
breast, mushrooms, bacon, cherry tomatoes and egg. Served with honey-dijon
dressing \$12.50

Italian Entrees

Prices are per peson
Includes gourmet rolls and butter.
Add a small Porta or Caesar salad for \$ 3.50

Meat filled Lasagna- Layers of fresh noodles, ground beef, fresh mushrooms, tomatoes, Parmesan and Ricotta cheeses. **\$10.00**

Chicken Parmesan- Tender breast of chicken, lightly coated with Italian seasoned breading, topped with ham, sliced onions, sliced tomatoes, green peppers, Mozzarella and Parmesan cheeses. Served with choice of pasta and tomato sauce **\$15.50**

Manicotti- Tubes of fresh pasta stuffed with spinach, Mozzarella, Ricotta and Parmesan cheeses, topped with Mozzarella cheese and tomato sauce. **\$10.00**

Three meat Cannelloni- Tubes of fresh pasta stuffed with chicken breast, Italian sausage, ground beef, carrots, onions and tomatoes, topped with Mozzarella cheese and tomato sauce. **\$10.00**

Ravioli Parmesan- Your choice of Rosemary chicken or Porta Bella mushroom ravioli topped with tomato sauce, Mozzarella and Parmesan cheeses. Baked in the oven **\$12.00**

Baked Chicken or Mushroom Alfredo- Sautéed chicken or portabella mushrooms served over a bed of spinach fettuccine topped with Alfredo sauce and almonds. **\$14.50**

Grand Sandwiches

*Add a small Porta, Mediterranean or pasta salad for \$ 3.50
Garibaldi and spicy meatball sandwiches served on a ten-inch loaf of French bread.*

GARIBALDI ™ – A Paisan’s original. Layers of ham, salami, spicy cheese tomatoes and choice of sweet or hot peppers. **9.00**

SPICY MEATBALL PARMESAN- Homemade meatballs topped with spicy cheese and tomato sauce. **9.00**

CHICKEN PARMESAN- A lightly breaded chicken breast topped with slices of red onions, Mozzarella cheese and tomato sauce. Served on Ciabatta **9.00**

Sandwiches and wraps

The following sandwiches are served on your choice of ciabatta bread, or a ten-inch loaf of French bread.

SMOKED TURKEY CLUB- Smoked turkey, bacon, Swiss cheese, tomatoes, lettuce and red onions. Served with a side of mustard-mayonnaise.	9.00
VEGETARIAN ADELLE- Lettuce, tomato, red onions, black olives, spicy cheese and your choice of sweet or hot peppers.	9.00
ITALIAN GRINDER- Layers of ham, salami, spicy cheese, spring mix, red onions tomatoes and choice of peppers.	9.00
GRILLED CHICKEN- Italian marinated chicken breast, spring mix, red onions, tomatoes, provolone cheese, with a side of basil-parmesan aioli.	9.00

Sandwich Combos

½ Sandwich and a cup of soup or salad- Your choice of a smoked turkey club, Vegetarian Adelle, Garibaldi, Grinder or meatball parmesan	8.00
½ Spicy cheese bread and a cup of soup or salad	8.00
Small salad and cup of soup	8.00

Salad choices: Porta or Caesar

Banquet Dessert Bars

Mini Tiramisu- A traditional Italian delight combining cake, smooth cream cheese, and a blend of espresso coffee	\$ 3.25/person
Mini Assorted Gourmet Brownies- A variety of chocolate chip, mint, caramel, walnut, brownie cheesecake, toffee, butter toffee and English toffee	\$ 3.25/person
Mini Assorted Fancy Pastries- A wonderful combination of seven flavors perfect for any occasion. Italian Rum, Carrot Cake, Double Fudge, German Chocolate, Chocolate Mousse and Chocolate Macaroon	\$ 3.25/person

Beverages

Cans of soda	\$1.25 each
Coffee	\$12.00/gal
Bottled fruit juices	\$2.00 each
Bottled Water	\$1.25 each
Bottled Beer	upon request
Bottles of wine	upon request

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