

## *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.



**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.

**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.

**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.

### **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 **\$250.00 per hour**.

\*\*\*Food and beverage minimums are for the food and beverage portion of the bill only. It does not include gratuity, sales tax or other charges.

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*

Room setup fees are based on the allotted time allowed per room (typically for three hours with the exception of the Mantova Room (5 hours)). An additional rental fee of \$100/hour will be charged for additional time. 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 \$ 300.00 room setup charge for parties Of 100-159
5. There is a \$ 500.00 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. Speaker systems are only available in the Mantova, Gonzaga and Palazzo rooms 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 \$ 300.00 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 \$600.00 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 \$ 1.00/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 of \$15/table.

- 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.
  - e. All decorations must be removed prior to departure. The restaurant will dispose of any item left in the rooms
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. Balance will be charged to the above credit card unless other arrangements have been made.
  - c. Balance will be charged to the provided credit card information unless other arrangements have been made.
  - d. If payment is not received by the due date, the contract is null and void. The deposit will be forfeited.
  - e. **Please call the restaurant at 608-256-3186 with your credit card number for the incidental expenses.**
  - f. *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. Guest counts will be locked in at this time. This will become your guaranteed number of guests. If necessary, you may add to this total. However you may not lower the guarantee.
  - f. ***Outside vendors must contact us to arrange delivery times and sign letters of agreement.***
6. **7 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.***