

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 email this form, please email to events@portabellarest.com
3. 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: _____ DATE: _____

PRINTED NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ CELLPHONE NUMBER _____

EMAIL: _____

HOW DID YOU FIND OUT ABOUT US? _____

____ Yellow pages ____ Wedding Wire ____ MyWedding.com ____ Weddingplanner.com

____ Web site ____ Word of mouth ____ Other _____

April 2019

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 email the form to events@portabellarest.com or mail.

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? See page 4 for instructions 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. _____
- h. _____

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 of \$15/table).
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.

There will be a \$1.50/guest plating charge on all cakes or desserts brought in.

The plating charge will include coordinating with the outside vendor, staff, plates, silver and napkins

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. _____
- h. Late Night menu choices _____

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 additional 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.

Will there be 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 September 2018.

16. Timetable of deadlines: (Please refer to page 4 of policies for detailed instructions)

- a. 45 days out- planning guide is due-Banquet contract will be prepared for your approval.**
- b. 30 days prior- Banquet contract and balance is due. Balance will be charged to the above credit card unless other arrangements have been made.**
- c. 14 days prior- Final guarantee of guest counts and confirmation of entrée selections**
- d. 7 days prior- Last minute changes to event**

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

April 2019