

Policies

- The Grand Hall maximum capacity is 275 people.
- The room charges are as follows:
 - January, February & March Friday \$200.00 and Saturday \$400.00
 - April & May Friday \$500.00 and Saturday \$1100.00
 - June through October Friday \$1100.00 and Saturday \$1950.00
 - November and December Friday \$300.00 and Saturday \$600.00
- A **non-refundable** deposit is required to confirm your reservation. Six months prior to your scheduled date the room fee must be paid in full and it is **non-refundable**.
- Food and beverage prices are subject to change due to market conditions. Menu prices will be guaranteed thirty days prior to your event.
- All food and beverage sales are subject to state sales tax and 20% service charge.
- We do accept major credit cards, however, there is a 3% service charge on total bill.
- On all event nights, the beverage service and music concludes no later than midnight.
- Please add \$1.50 surcharge per person when two plated entrees are selected. You must confirm specific amounts of each entrée and denote each person's choice to our service staff.
- Approximately two months before your catered event, call Porto Bello to schedule an appointment with the Catering Manager to work out all the details of your event.
- The only food item that you are allowed to bring into the Grand Hall is a traditional wedding cake or cupcakes from a licensed baker. Otherwise all food and beverage must be purchased through Porto Bello.
- The Grand Hall is available to you for evening events from 11:00 a.m. until 1:00 a.m. You must have the Grand Hall vacated by 1:00 a.m. or there will be a \$300.00 charge for every hour after. This includes the time that it takes to clean up and having the music entertainment vacated also.
- "Guaranteed Final Count" – Porto Bello must be notified 8 days prior to your event of the number of guests that will be attending. The "guaranteed final count" will be the number at which you are billed. We can, if necessary, add to the count a few days prior to your event, but cannot deduct.
- Health Department regulations prohibit us from allowing guests to take home extra food and beverages.
- Parties requesting a chef present in the Grand Hall will be charged an additional service fee of \$75.00.
- Decorating the Grand Hall – the following items listed are not allowed in the Grand Hall for decorating: **No beads, confetti, rice, birdseed, or glitter is allowed**. If these items are in the room, you will be assessed \$150 dollars for an additional cleaning fee.
- If you are decorating with candles, all candles must be enclosed in hurricane lamps or glass globes. There can be No Open Flames. Please inform the Catering Manager of what your plans are if you are using candles. Votives are fine
- Porto Bello reserves the right to inspect and control all private functions. Liability for and damage to the premises will be the responsibility of and charged for the sponsoring organization. The party in charge of the function is responsible for the conduct of all who attend.
- Porto Bello will not assume responsibility for the damage or loss of any merchandise or articles left in the banquet room prior to during or following the scheduled event.
- Normal wear and tear on our carpet and facility is acceptable, but candle wax, crushed in stains, marks on walls, will be subject to a carpet cleaning charge and/or wall painting charge. Items may not be affixed to walls or ceilings without prior approval.
- If you choose to take down the tuling and lights, there will be a \$1000.00 dollar charge to do so.
- If you choose to have your wedding ceremony also in the Grand Hall, there will be a minimum charge of \$750.00 depending on the size of the weddings and needs.
- For the months of May through October, Saturday weddings must have a minimum 150 dinners, or \$3150.00 in food. Friday nights must have a minimum of 100 dinners or \$2100.00 in food. Beverages are a separate cost and cannot go towards this total.
- On Friday and Saturday nights from June to September you must offer some type of bar selection.
- If you are 45 minutes late from the scheduled serving dinner time, there will be a charge of \$100 to cover the extra staffing costs.