

# Bella's Private Party Worksheet

**Event Name:** \_\_\_\_\_ **# of Guests:** \_\_\_\_\_

**Day:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

PARTIES OVER 20 GUESTS, WE ASK THAT YOU LIMIT YOUR ENTRÉE SELECTIONS TO 5 TO 6 ITEMS. PLEASE MAKE YOUR SELECTIONS CHOOSING ITEMS FROM A VARIETY OF THE PRICED CATEGORIES LISTED BELOW. BASED ON YOUR SELECTIONS, WE WILL PRINT A MENU SPECIFIC TO YOUR CHOICES AND PRESENT IT TO YOUR GUESTS THE DAY/NIGHT OF YOUR EVENT.

<b>APPETIZERS</b>				
DESCRIPTION	PER PERSON PORTION	COST PER UNIT (each)	QUANTITY	EST. COST
Cheese & Crackers	Per person	2.00		
Cheese & Crackers w/ Fruit	Per person	3.50		
Clams Casino	Per piece	1.25		
Cold Antipasti	Per 4 persons	12.95		
Crostini	Per 2 persons	7.95		
Eggplant Rollatini	Per 2 persons	8.95		
Fried Calamari	Per 4 persons	8.95		
Garlic Bread	Per 2 persons	3.00		
Garlic Bread with Cheese	Per 2 persons	3.95		
Hot Antipasti	Per 2 persons	9.95		
Littlenecks on the Half Shell	Per Piece	1.25		
Oysters on the Half Shell (when available)	Per Piece	1.75		
Roasted Red Peppers	Per 2 persons	8.95		
Pan of Littlenecks & Mussels	Per 2 to 4 Persons	11.95		
Grilled Pizza, Red (with Tomato, Roasted Red Pepper & Prosciutto)	Per 2 Persons	12.75		
Grilled Pizza, White, "Shrimp Scampi Style", with Olive Oil, Garlic and Shrimp)	Per 2 Persons	16.75		
Shrimp Cocktail	Per piece	2.75		
Stuffed Mushrooms	Per Piece	1.50		
Shrimp Scampi	Per 2 persons	12.95		
Small Caesar Salad – up-charge to substitute	Per Person	Add 2.00		
Small Spinach Salad - up-charge to substitute	Per Person	Add 2.00		
Small Mixed Baby Greens – up charge	Per Person	Add 2.50		
Soup, Cup	Per person	4.95		
Soup, Bowl	Per person	6.95		
<b>ENTREES (includes Small House Salad, coffee or tea)</b>				
<b>18.95</b>				
Linguine or Ziti with Tomato Sauce (with Meatballs or Sausage)				
Fettuccine Alfredo				

<b>19.95</b>				
Three-Cheese Lasagna				
<b>20.95</b>				
Linguine Carbonara				
Fettuccine La Bella				
Clams Amalfi over Pasta (Red or White)				
Single Pork Chop (with sautéed Vinegar Peppers)				
<b>21.95</b>				
Eggplant Parmigiana				
Ziti with Chicken & Broccoli				
<b>22.95</b>				
Baked Scrod				
Chicken Parmigiana				
Chicken Piccata				
<b>23.95</b>				
Baked Stuffed Chicken Breast				
Chicken Parm & Eggplant Combo				
Chicken Marsala				
Haddock Francese				
<b>24.95</b>				
Statler Chicken Breast				
<b>25.95</b>				
Veal Piccata				
Veal Parmigiana				
<b>26.95</b>				
Crabmeat Risotto with Lobster Tail				
Shrimps & Clams Amalfi (Red or White)				
Veal Parmigiana & Eggplant Combo				
Veal Marsala				
Shrimp Scampi Portofino over Pasta				
<b>27.95</b>				
Double Pork Chops w Vinegar Peppers				
Shrimp Parmigiana (Red or White)				
Swordfish (Grilled or Baked w/ Puttanesca)				
<b>31.95</b>				
Bowtie Pasta with lobster, shrimp & scallops in a pink cream sauce				
Sirloin Steak				
Rack of Lamb				
<b>34.95</b>				
Filet Mignon				
<b>35.95</b>				
Surf & Turf				

Notes:

<b>KIDS MENU ITEMS</b>				
Boneless Chicken Tenders with Fries	Per Person	7.95		
Linguine or Ziti with Tomato Sauce or Butter	Per Person	5.95		
With One Meatball	Per Person	7.95		
Pan Pizza with Cheese	Per Person	6.95		
Grilled Cheese with Fries	Per Person	5.95		
<b>DESSERTS</b>				
Apple Crisp	Per Person	4.75		
Cannolis	Per Person	4.75		
Cheesecake (with or without strawberries)	Per Person	4.50		
Chocolate Fudge Layer Cake	Per Person	5.25		
Chocolate Mousse	Per Person	5.25		
Crème Caramel	Per Person	4.50		
Espresso Biscotti Ice Cream	Per Person	4.75		
Flourless Chocolate Cake	Per Person	5.25		
Limóncello Gelato Truffle	Per Person	5.25		
Tiramisu	Per Person	4.25		
Assorted Mini Desserts	Dozen	15.00		
Chilled Dessert Wine (VinSanto, Dievole) with Homemade Biscottis	Per Person	7.95		
BRINGING CAKE (Must be store bought)	YES			
Cake Cutting & Serving Fee	Per Person	.50		
With Scoop of Ice Cream (Choc/Van/Capp)	Per Person	1.00		
<b>NON-ALCOHOLIC BEVERAGES</b>				
	Add to Check	Y or N		
<b>ADD-ON ITEMS</b> (please specify)				
<b>ESTIMATED TOTAL FOOD &amp; ADD-ON ITEM COST</b>				
<b>ALCOHOLIC BEVERAGES</b>				
OPEN BAR	YES			
CASH BAR	YES			
BEER & WINE (ONLY)	YES			
WINE WITH DINNER, Choices....	QUANTITY TO ORDER		EST. COST	
MAGNUM HOUSE PINOT				
MAGNUM HOUSE CHIANTI				
Other Wines (please see Wine List)				
OTHER, Please specify				
<b>ESTIMATED TOTAL ALCOHOLIC BEVERAGE COST</b>				

Notes:

## EVENT COSTING & POLICIES

CATEGORY / DESCRIPTION	CALCULATIONS	TOTAL COST
<b>DIRECT COSTS</b>		
<b>Food &amp; Add-Ons</b>		
<b>Alcoholic Beverages</b>		
<b>FOOD &amp; BEVERAGE SUBTOTAL</b>		
<b>5% Tax (Using Subtotal)</b>		
<b>20% Gratuity (Using Subtotal)</b>		
<b>\$50 Room Fee/Deposit</b>		
<b>TOTAL DIRECT COST</b>		

Upon review and acceptance of the proposal and our private party policies, please sign and return this document with your deposit.

The above estimate is not a guaranteed amount. The final amount will reflect charges according to the final guaranteed guest count and any additional charges incurred.

**Guarantees on Number of Guests:**

Food, beverage and add-on items charges will be based on the final guest count. Final guest counts are due no later than one week before the date of the event. If no final guest count is received, we will use the number of guests located on the attached proposal. If the guaranteed guest count falls below 75% of the proposal guest count, the price per guest will be based on the confirmed guest count. We will make every effort to accommodate any last minute increases in the guest count.

**Deposit & Cancellation Policy:**

A non-refundable deposit/room fee of 50.00 is required to confirm the booking of this event. Deposit refunds on cancellations are handled as follows –

- Notice over 14 days prior to event: full refund of deposit
- Notice less than 13 days prior to event: no refund of deposit

Upon review and acceptance of the proposal and our policies, please sign below and return this document with your deposit.

We will work with you to ensure this event reflects your own taste and personal touches. Our goal is to relieve you of the many details that go along with hosting a successful party so that you, as well as your guests, can thoroughly enjoy this special event.

Thank you for your interest in Bella’s. We look forward to working with you to make this special event a success in every possible way.

\_\_\_\_\_  
Bella’s Event Coordinator

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date