



PRIVATE DINING ROOM

EVENT RESERVATION FORM - PORT CLINTON

Please complete the following information and **fax to 419-734-1817**. A Nagoya Manager will contact you within a few days.

Organization _____

Address _____

Date of Event _____

Time of Event _____

Number of People Attending _____

Person Arranging Event _____

Phone Number _____ Fax Number _____

Email Address _____

Contact at Event (if different from above) _____

Charges Will Be On: One Check or Separate Checks

Menu Requirements: Unrestricted or Custom (a manager will discuss custom options with you)

Bar Requirements: Open Bar or Cash Bar or Beer & Wine Only

Comments: _____

A credit card is required to secure the space.

Cancellation policy is one week in advance. There will be a \$200 charge for any cancellation with less than 1 week notice or not showing up on the specified date.

Payment information:

Mastercard Visa Amex Discover

Name on Card _____

Number _____ Exp. Date _____

Signature of Event Coordinator

Date

Signature of Nagoya Manager

Date