



# PRIVATE DINING ROOM

## EVENT RESERVATION FORM - PERRYSBURG

Please complete the following information and **fax to 419-931-8403**. 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