



PRIVATE DINING ROOM
EVENT REGISTRATION FORM - PERRYSBURG

Please complete the following information and **email** to evelyne@nagoyaohio.com. A Nagoya manager will contact you within a few days. **There is a 2 hour time limit for the room.**

Organization _____

Address _____

Date of Event _____ Time of Event _____

Number of People Attending (Minimum 18 / Maximum 20) _____

Person Arranging Event _____

Phone 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 options)

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

Comments: _____

A credit card is required to secure the room. Cancellation policy is one week in advance. There is a \$200 deposit charge for the room rental. Any cancellation less than 1 week notice or not showing up on the specified date and time will result in forfeiture of the deposit.

The deposit will be refunded at the end of the party.

After your final guest count is confirmed, there will be a \$40 per person charge for each guest not in attendance at the event.

Payment information: ___ Mastercard ___ Visa ___ Amex ___ Discover

Name on Card _____

Number _____ Exp. Date _____

CVC Code _____

Signature of Event Coordinator _____ Date _____

Signature of Nagoya Manager _____ Date _____