

宿泊約款・利用規則

適用範囲

第1条 当ホテルが宿泊客との間で締結する宿泊契約及びこれに関連する契約は、この約款の定めるところによるものとし、この約款に定めのない事項については、法令又は一般に確立された慣習によるものとし、

2. 当ホテルが法令及び慣習に反しない範囲で特約に応じたときは、前項の規定にかかわらず、その特約が優先するものとし、

宿泊契約の申込み

第2条 当ホテルに宿泊契約の申込みをしようとする者は、次の事項を当ホテルに申し出ていただきます。

- (1) 宿泊者名・宿泊者人数
- (2) 宿泊日及び到着予定時刻
- (3) 宿泊料金（原則として別表第1の基本宿泊料による。）
- (4) その他当ホテルが必要と認める事項

2. 宿泊客が、宿泊中に前項第2号の宿泊日を超えて宿泊の継続を申し入れた場合、当ホテルは、その申し出がなされた時点で新たな宿泊契約の申込みがあったものとし、

3. 当ホテルは、宿泊客に対するサービスの一環として、第三者の方から宿泊客ご本人の名前を特定して、①電話又は口頭による宿泊・在室の有無、滞在期間のお問い合わせを受けた場合、電話又は口頭で宿泊・在室の有無と滞在期間をお答えし、また②メッセージ・荷物類のお取り次ぎの依頼を受けた場合、宿泊客へのお取り次ぎ・ご案内を行っております。お客様からお申出をいただいた場合には、上記サービスに関わる第三者への個人情報の提供を停止をいたします。停止を希望される場合は、予約時またはチェックイン時にフロント担当者にお申し出ください。

宿泊契約の成立等

第3条 宿泊契約は、当ホテルが前条の申込みを承諾したときに成立するものとし、ただし、当ホテルが承諾をしなかったことを証明したときは、この限りではありません。

1. 前項の規定により宿泊契約が成立したときは、当ホテルが定める申込金を、当ホテルが指定する日までに、お支払いいただきます。
2. 申込金は、まず、宿泊客が最終的に支払うべき宿泊料金に充当し、第6条及び第18条の規定を適用する事態が生じたときは、違約金に次いで賠償金の順序で充当し、残額があれば、第12条の規定による料金の支払いの際に返還します。
3. 第2項の申込金を同項の規定により当ホテルが指定した日までにお支払いいただけない

い場合は、宿泊契約はその効力を失うものとします。ただし、申込金の支払期日を指定するに当たり、当ホテルがその旨を宿泊客に告知した場合に限ります。

申込金の支払いを要しないこととする特約

第4条 前条第2項の規定にかかわらず、当ホテルは、契約の成立後、同項の申込金の支払いを要しないこととする特約に応じることがあります。

2. 宿泊契約の申込みを承諾するにあたり、当ホテルが前条第2項の申込金の支払いを求めなかった場合及び当該申込金の支払期日を指定しなかった場合は、前項の特約に応じたものとして取り扱います。

宿泊契約締結の拒否

第5条 当ホテルは、次に掲げる場合において、宿泊契約の締結に応じないことがあります。

- (1) 宿泊の申込みが、この約款によらないとき。
- (2) 満室により客室の余裕がないとき。
- (3) 宿泊しようとする者が、宿泊に関し、法令の規定、公の秩序もしくは善良の風俗に反する行為をするおそれがあると認められるとき。
- (4) 宿泊しようとする者が、「暴力団員による不当な行為の防止等に関する法律」(平成4年3月1日施行)による指定暴力団および指定暴力団員等(以下「暴力団」および「暴力団員」とする)またはその関係者、その他反社会的勢力であるとき。
- (5) 宿泊しようとする者が暴力団または暴力団員が事業活動を支配する法人、その他団体であるとき。
- (6) 宿泊しようとする者が法人で、その役員のうち暴力団員に該当する者がいるとき。
- (7) 宿泊しようとする者が宿泊施設もしくは宿泊施設職員(従業員)に対し、暴力、脅迫、恐喝、威圧的な不当要求を行い、あるいは、合理的範囲を超える負担を要求したとき、またはかつて同様な行為を行ったと認められるとき。
- (8) 宿泊しようとする者が、伝染病患者であると明らかに認められるとき。
- (9) 火災、施設の故障、その他やむを得ない事由により宿泊させることができないとき。
- (10) 宿泊しようとする者が泥酔等により他の宿泊客に迷惑を及ぼすおそれのあるとき。他の宿泊客に著しく迷惑を及ぼす言動があるとき。(東京都条例)

宿泊客の契約解除権

第6条 宿泊客は、当ホテルに申し出て、宿泊契約を解除することができます。

2. 当ホテルは、宿泊客がその責めに帰すべき事由により宿泊契約の全部又は一部を解除した場合(第3条第2項の規定により当ホテルが申込金の支払期日を指定してその支払いを求めた場合であって、その支払いより前に宿泊客が宿泊契約を解除したときを除きます。)

は、別表第2に掲げるところにより、違約金を申し受けます。ただし、当ホテルが第4条第1項の特約に応じた場合にあつては、その特約に応じるにあつて、宿泊客が宿泊契約を解除したときの違約金支払義務について、当ホテルが宿泊客に告知したときに限ります。

当ホテルの契約解除権

第7条 当ホテルは、次に掲げる場合においては、宿泊契約を解除することがあります。

(1) 宿泊客が宿泊に関し、法令の規定、公の秩序もしくは善良の風俗に反する行為をす
るおそれがあると認められるとき。又は同行為をしたと認められるとき。

(2) 宿泊しようとする者が、「暴力団員による不当な行為の防止等に関する法律（平成
4年3月1日施行）」による指定暴力団および指定暴力団員等またはその関係者、その他
反社会的勢力であるとき。

(3) 宿泊しようとする者が暴力団または暴力団員が事業活動を支配する法人、その他
団体であるとき。

(4) 宿泊しようとする者が法人で、その役員のうち暴力団員に該当する者があると
き。

(5) 宿泊しようとする者が宿泊施設もしくは宿泊施設職員（従業員）に対し、暴力、脅
迫、恐喝、威圧的な不当要求を行い、あるいは、合理的範囲を超える負担を要求したとき、
またはかつて同様な行為を行ったと認められるとき。

(6) 宿泊客が、伝染病者であると明らかに認められるとき。

(7) 天災等不可抗力に起因する事由により宿泊させることができないとき。

(8) 宿泊しようとする者が泥酔等により他の宿泊客に迷惑を及ぼすおそれのあるとき。
他の宿泊客に著しく迷惑を及ぼす言動があるとき。（東京都条例）

(9) 当ホテルは、宿泊客が連絡をしないで宿泊日当日午後6時（あらかじめ到着予定
時刻が明示されている場合は、その時刻）になつても到着しないときは、その宿泊契約は宿
泊客により解除されたものとみなし処理することがあります。

(10) 寝室での寝たばこ、消防用設備等に対するいたずら、その他当ホテルが定める利用
規則の禁止事項（火災予防上必要なものに限る。）に従わないとき。

2. 当ホテルが前項の規定に基づいて宿泊契約を解除したときは、宿泊客がいまだ提供を受
けていない宿泊サービス等の料金はいただきません。

宿泊者の登録

第8条 宿泊客は、宿泊日当日、当ホテルのフロントにおいて、次の事項を登録していただ
きます。

(1) 宿泊客の氏名、年令、性別、住所及び職業

(2) 外国人にあつては、国籍、旅券番号、入国地及び入国年月日

(3) 出発日及び出発予定時刻

(4) その他当ホテルが必要と認める事項

2. 宿泊客が第 12 条の料金の支払いを、旅行小切手、宿泊券、クレジットカード等通貨に代わり得る方法により行おうとするときは、あらかじめ、前項の登録時にそれらを呈示していただきます。

客室の使用時間

第 9 条 宿泊客が当ホテルの客室を使用できる時間は、15 時から翌日の午前 11 時までとします。ただし、連続して宿泊する場合には、到着日及び出発日を除き、終日使用することができます。

2. 当ホテルは、前項の規定にかかわらず、同項に定める時間外の客室の使用に応じることがあります。この場合には次に掲げる追加料金を申し受けます。

- (1) 15 時までのご使用は、宿泊料金の 30%
- (2) 17 時までのご使用は、宿泊料金の 50%
- (3) 17 時以降のご使用は、宿泊料金の 100%

利用人数

客室の広さにより 1 室あたり 2 名から 3 名までご利用可能です。

利用規則の遵守

第 10 条 宿泊客は、当ホテル内においては、当ホテルが定めてホテル内に掲示あるいは備え付けした利用規則に従っていただきます。

営業時間

第 11 条 当ホテルの主な施設等の営業時間は次のとおりとし、その他の施設等の詳しい営業時間はインスタントサービスで御案内いたします。

フロント 24 時間

ベルキャプテン 24 時間

レストラン営業時間 インスタントサービスへお問い合わせください。

ルームサービス 24 時間

2. 営業時間は、事前の予告なしに変更する場合がございます。

料金の支払い

第 12 条 宿泊客が支払うべき宿泊料金等の内訳及びその算定方法は、別表第 1 に掲げるところによります。

2. 前項の宿泊料金等の支払いは、通貨又は当ホテルが認めた旅行小切手、宿泊券、クレジットカード等これに代わり得る方法により、宿泊客の出発の際又は当ホテルが請求したと

き、フロントにおいて行っていただきます。

3. 当ホテルが宿泊客に客室を提供し、使用が可能になったのち、宿泊客が任意に宿泊しなかった場合においても、宿泊料金は申し受けます。

当ホテルの責任

第 13 条 当ホテルは、宿泊契約及びこれに関連する契約の履行にあたり、又はそれらの不履行により宿泊客に損害を与えたときは、その損害を賠償します。ただし、それが当ホテルの責めに帰すべき事由によるものでないときは、この限りではありません。

2. 当ホテルは、消防機関から優マークを受領しておりますが、万一の火災等に対処するため、旅館賠償責任保険に加入しております。

契約した客室の提供ができないときの取扱い

第 14 条 当ホテルは、宿泊客に契約した客室を提供できないときは、宿泊客の了解を得て、できる限り同一の条件による他の宿泊施設をあっ旋するものとします。

2. 当ホテルは、前項の規定にかかわらず他の宿泊施設のあっ旋ができないときは、違約金相当額の補償料を宿泊客に支払い、その補償料は損害賠償額に充当します。ただし、客室が提供できないことについて、当ホテルの責めに帰すべき事由がないときは、補償料を支払いません。

寄託物等の取扱い

第 15 条 宿泊者がフロントにお預けになった物品又は現金並びに貴重品について、滅失、毀損等の損害が生じたときは、それが、不可抗力である場合を除き、当ホテルは、その損害を賠償します。ただし、宿泊客から種類及び価額の申告のなかったものについては 15 万円を限度として当ホテルはその損害を賠償します。

2. 宿泊客が、当ホテル内にお持ち込みになった物品又は現金並びに貴重品であってフロントの貸金庫にお預けにならなかったものについて、当ホテルの故意又は過失により滅失、毀損等の損害が生じたときは、当ホテルは、その損害を賠償します。ただし、宿泊客からあらかじめ種類及び価額の申告のなかったものについては、当ホテルに故意又は重大な過失がある場合を除き 15 万円を限度としその損害を賠償します。

宿泊客の手荷物または携帯品の保管

第 16 条 宿泊客の手荷物が、宿泊に先立って当ホテルに到着した場合は、その到着前に当ホテルが了解したときに限って責任をもって保管し、宿泊客がフロントにおいてチェックインする際お渡しします。

2. 宿泊客がチェックアウトしたのち、宿泊客の手荷物又は携帯品が当ホテルに置き忘れられていた場合において、その所有者が判明したときは、当ホテルは、当該所有者に連絡をす

るとともにその指示を求めるものとします。ただし所有者の指示がない場合又は所有者が判明しないときは、遺失物法に基づき処理します。

3. 前2項の場合における宿泊客の手荷物又は携帯品の保管についての当ホテルの責任は、第1項の場合にあつては前条第1項の規定に、前項2の場合にあつては同条第2項の規定に準じるものとします。

駐車責任

第17条 宿泊客が当ホテルの駐車場をご利用になる場合、車両のキーの寄託の如何にかかわらず、当ホテルは場所をお貸しするものであつて、車両の管理責任まで負うものではありません。

宿泊客の責任

第18条 宿泊客の故意又は過失により当ホテルが損害を被つたときは、当該宿泊客は当ホテルに対し、その損害を賠償していただきます。

別表第1 宿泊料金等の算定方法

(第2条第1項、第3条第2項及び第12条第1項関係)

		内 訳
宿泊客が支払うべき総額	宿泊料金	①基本宿泊料金 ②サービス料 (①×15%)
	追加料金	③飲食料及びその他の利用料金 ④サービス料 (③×15%、インルームダイニング 20%)
	税金	⑤消費税 ⑥宿泊税 一人あたりの1泊宿泊料 (①+②) が、 10,000 円未満の場合………課税されません 10,000 円以上 15,000 円未満の場合 ……100 円

税法が改正された場合は、その改正された規定によるものとします。

別表第 2 違約金（第 6 条第 2 項関係）

契約申込人数	契約解除の通知を受けた日					
	不泊	前日 午後 6 時 以降	30 日前	3 ヶ月前	6 ヶ月前	12 ヶ月前
一般 (10 室未 満)	100%	100%	—	—	—	—
団体 (10 室以 上)	100%	100%	100%	80%	50%	30%

ACCOMODATION CONTRACTS

SCOPE OF APPLICATION

Article 1. Contracts for Accommodation and related agreements to be entered into between this Hotel and the Guest to be accommodated shall be subject to these Terms and Conditions. Any particulars not provided for herein shall be governed by laws and regulations and/ or generally accepted practices.

2. In the case when the Hotel has entered into a special contract with the Guest insofar as such special contract does not violate laws and regulations and generally accepted practices, notwithstanding the preceding Paragraph, the special contract shall take precedence over the provisions of these Terms and Conditions.

APPLICATION FOR AN ACCOMODATION CONTRACTS

Article 2. A Guest who intends to make an application for an Accommodation Contract with the Hotel shall notify the Hotel of the following particulars:

- (1) Number of Guest(s); Name of the Guest(s);
- (2) Date of accommodation and estimated time of arrival;
- (3) Accommodation Charges (based, in principle, on the Basic Accommodation Charges listed in the Attached Table No.1.); and

(4) Other particulars deemed necessary by the Hotel.

2. In the case when the Guest requests, during his stay, extension of the accommodation beyond the date in subparagraph (2) of the preceding Paragraph, it shall be regarded as an application for a new Accommodation Contract at the time such request is made.

3. As part of its service to the Guest, (i) if the Hotel receives any oral or phone inquiry from a third party specifying the name of the Guest, and asking whether the Guest is staying at the Hotel and/ or is present in his or her room, or inquiring as to the length of his or her stay, the Hotel will respond to such oral or phone inquiry in kind, and (ii) if the Hotel receives any request from a third party specifying the name of the Guest to convey a message or pass on an item to the Guest, the Hotel will comply with such request. If so requested by the Guest, the Hotel shall suspend the above service and stop providing his or her personal information to any third parties. A Guest wishing to suspend such service must notify reception thereof at the time of reservation or check-in.

CONCLUSION OF ACCOMODATION CONTRACTS, ETC.

Article 3. A Contract for Accommodation shall be deemed to have been concluded when the Hotel has duly accepted the application as stipulated in the preceding Article. However, the same shall not apply when it has been proved that the Hotel has not accepted the application.

2. When a Contract for Accommodation has been concluded in accordance with the provisions of the preceding Paragraph, the Guest is requested to pay an accommodation deposit fixed by the Hotel within the limits of Basic Accommodation Charges covering the Guest's entire period of stay by the date specified by the Hotel.

3. The deposit shall be first used for the Total Accommodation Charges to be paid by the Guest, then secondly for the cancellation charges under Article 6 and thirdly for the reparations under Article 18 as applicable, and the remainder, if any, shall be refunded at the time of the payment of the Accommodation Charges as stated in Article 12.

4. When the Guest has failed to pay the deposit by the date as stipulated in Paragraph 2, the Hotel shall treat the Accommodation Contract as invalid. However, the same shall apply only in the case where the Guest is thus informed by the Hotel when the period of payment of the deposit is specified.

SPECIAL CONTRACTS REQUIRING NO ACCOMODATION DEPOSIT

Article 4. Notwithstanding the provisions of Paragraph 2 of the preceding Article, the Hotel may enter into a special contract requiring no accommodation deposit after the Contract has been concluded as stipulated in the same Paragraph.

2. In the case when the Hotel has not requested the payment of the deposit as stipulated in

Paragraph 2 of the preceding Article and/or has not specified the date of the payment of the deposit at the time the application for an Accommodation Contract has been accepted, it shall be treated as that the Hotel has accepted a special contract prescribed in the preceding Paragraph.

REFUSAL OF ACCOMODATION CONTRACTS

Article 5. The Hotel may not accept the conclusion of an Accommodation Contract under any of the following cases:

- a. When the application for accommodation does not conform to the provisions of these Terms and Conditions;
- b. When the Hotel is fully booked and no room is available;
- c. When the Guest seeking accommodation is deemed liable to conduct him or herself in a manner that will contravene the laws or act against the public order or good morals in regard to their accommodation;
- d. When the Guest seeking accommodation is a member of an organized crime group designated under the Law on the Prevention of Irregularities by Gangsters or any person related to such a gang or any other anti-social forces;
- e. When the Guest seeking accommodation is a corporate entity or other group the business activities of which are controlled by an organized crime group or such gangsters;
- f. When the Guest seeking accommodation is a corporate entity any director of which is regarded to be a member of a gang;
- g. When the Guest seeking accommodation has made any conducts which would cause significant inconveniences to other accommodating guests;
- h. When the Guest seeking accommodation has demanded, to accommodation facilities or accommodation facilities staff (employees), overbearing unjust acts such as violence, threat or blackmail, or has requested the Hotel to assume an unreasonable burden, or has proven to have made a similar conduct in the past;
- i. Where the Guest seeking accommodation can be clearly detected as carrying an infectious disease;
- j. When the Hotel is unable to provide accommodation due to natural calamities, dysfunction of the facilities and/or any other unavoidable causes; or
- k. When a person requesting Hotel accommodations is obviously intoxicated and is liable to cause annoyance to other guests or is behaving in such a manner as to be an annoyance to other guests (as per the provisions laid down in Article 14 of the Tokyo Metropolitan Ordinance).

RIGHT TO CANCEL ACCOMODATON CONTRACTS BY THE GUEST

Article 6. The Guest is entitled to cancel the Accommodation Contract by notifying the Hotel.

2. In the case when the Guest has cancelled the Accommodation Contract in whole or in part due to causes for which the Guest is liable (except in the case when the Hotel has requested the payment of the deposit during the specified period as prescribed in Paragraph 2 of Article 3 and the Guest has cancelled before the payment), the Guest shall pay cancellation charges as listed in the Attached Table No. 2. However, in the case when a special contract as prescribed in Paragraph 1 of Article 4 has been concluded, the same shall apply only when the Guest is informed of the obligation of the payment of the cancellation charges in case of cancellation by the Guest.

RIGHT TO CANCEL ACCOMODATON CONTRACTS BY THE HOTEL

Article 7. The Hotel may cancel the Accommodation Contract under any of the following cases:

- (1) When the Guest is deemed liable to conduct and/or have conducted himself in a manner that will contravene the laws or act against the public order and good morals in regard to his accommodation;
- (2) When a Guest has proven to be a member of an organized crime group designated under 'the Law on the Prevention of Irregularities by Gangsters' or any person related to such a gang or any other anti-social forces;
- (3) When the Guest has proven to be a member of a corporate entity or other group the business activities of which are controlled by an organized crime group or such gangsters;
- (4) When the Guest has proven to be a member of corporate entity any director of which is regarded to be a member of a gang;
- (5) When the Guest has demanded, to accommodation facilities or accommodation facilities staff (employee), overbearing unjust acts such as violence, threat or blackmail, or has requested the Hotel to assume as unreasonable burden, or has proven to have made a similar conduct in the past;
- (6) When the Guest can be clearly detected as carrying an infectious disease;
- (7) When the Hotel is unable to provide accommodation due to natural calamities and/or other causes of force majors;
- (8) When a person requesting Hotel accommodations is obviously intoxicated and/or is liable to cause annoyance to other guests or is behaving in such a manner as to be an annoyance to other guests (as per the provisions laid down in Article 14 of the Tokyo Metropolitan Ordinance);
- (9) In the case when the guest does not appear by 6 p.m. of the accommodation date and is

holding a non-guaranteed reservation, the hotel may regard the accommodation contract as being canceled, and may no longer reserve the room.

(10) When the Guest does not observe prohibited actions such as smoking in bed, mischief to the fire-fighting facilities and other prohibitions of the House Regulations stipulated by the Hotel (restricted to particulars deemed necessary in order to avoid the causing of fires);

2. In the case when the Hotel has canceled the Accommodation contract in accordance with the preceding Paragraph, The Hotel shall not be entitled to charge the Guest in the future for any of the services during the contractual period which were not received.

REGISTRATION

Article 8. The Guest shall register the following particulars at Reception in the Hotel on the day of accommodation;

- (1) Name, age, gender, address and occupation of the Guest;
- (2) For foreign non-residents: Nationality, passport number, port, and date of entry in Japan;
- (3) Date and estimated time of departure; and
- (4) Other particulars deemed necessary by the Hotel.

2. In the case when the Hotel has canceled the Accommodation contract in accordance with the preceding Paragraph, The Hotel shall not be entitled to charge the Guest in the future for any of the services during the contractual period which were not received.

OCCUPANCY HOURS OF GUESTS ROOMS

Article 9.

- Check in time is 3:00 p.m.
- Check out time unless otherwise specified is 11:00 a.m.

2. The Hotel may, notwithstanding the provisions prescribed in the preceding Paragraph, permit the Guest to occupy the room beyond the time prescribed. In this case the extra charges will be as follows:

- (1) 30% of the room charge until 2:00 p.m.
- (2) 50% of the room charge until 5:00 p.m.
- (3) 100% of the room charge after 5:00 p.m.

MAXIMUM OCCUPANCY FOR THIS ROOM

2 to 3 persons per room based on room category booked.

OBSERVANCE OF USE REGULATIONS

Article 10. The Guest shall observe the House Regulations established by the Hotel, which are posted within the premises of the Hotel.

BUSINESS HOURS

Article 11. For information regarding room and hotel services and facilities, please contact the Guest Service on your in room telephone.

FRONT DESK available 24HRS.

BELL CAPTAIN available 24HRS.

RESTAURANTS Please dial Instant Service.

In-Room Dining 24HRS.

2. The business hours specified in the preceding Paragraph are subject to temporary changes resulting from circumstances beyond the control of the Hotel. In such cases, the Guest shall be informed by the appropriate means.

PAYMENT OF ACCOMODATION CHARGES

Article 12. The breakdown and method of calculation of the accommodation and related charges that the Guest shall pay are as listed in the Attached Table No. 1.

2. The accommodation and related charges stated in the preceding Paragraph, shall be paid in Japanese currency or by any means other than Japanese Currency, such as traveler's checks, coupons or credit cards recognized by the Hotel, at Reception at the time of the departure of the Guest or upon request by the Hotel.

3. Accommodation Charges shall be paid even if the Guest voluntarily does not utilize the accommodation facilities provided to them by the Hotel.

LIABILITIES OF THE HOTEL

Article 13. The Hotel shall compensate the Guest for damage if the Hotel has caused such damage to the Guest in the fulfillment or the non-fulfillment of the Accommodation Contract and / or related agreements. However, the same shall not apply in cases where such damage has been caused by reasons for which the Hotel is not liable.

2. The Hotel has received a Special Recognition Certificate issued by the Fire Department and is also covered by Hotel Liability Insurance in order to deal with unexpected fire and/or other disaster.

HANDLING WHEN UNABLE TO PROVIDE CONTRACTED ROOMS

Article 14. The Hotel shall, when unable to provide contracted rooms, arrange accommodation of the same standard elsewhere for the Guest insofar as practicable with the consent of the Guest.

2. When arrangement of other accommodation cannot be made notwithstanding the provisions of the preceding Paragraph, the Hotel shall pay the Guest a compensation fee equivalent to the cancellation charges and the compensation fee shall be applied to the reparations. However, when the Hotel cannot provide accommodation due to causes for which the Hotel is not liable, the Hotel shall not compensate the Guest.

HANDLING OF DEPOSITED ARTICLES

Article 15. The Hotel shall compensate the Guest for the damage when loss, breakage or other damage is caused to the goods, cash or valuables deposited by the Guest in a safety deposit box in the room adjacent to Reception, except in the case when this has occurred due to causes of force majeure. However, for articles of which the kind and value has not been reported in advance by the Guest, the Hotel shall compensate the Guest up to a maximum of 150,000 yen.

2. The Hotel shall compensate the Guest for the damage when loss, breakage or other damage is caused, through intention or negligence on the part of the Hotel, to the goods, cash or valuables which are brought into the premises of the Hotel by the Guest but are not deposited in a safety deposit box. However, for articles of which the kind and value has not been reported in advance by the Guest, the Hotel shall compensate the Guest up to a maximum of 150,000 yen, except in case where loss or damage was caused intentionally or by gross negligence on the part of the Hotel.

CUSTODY OF BAGGAGE AND/OR BELONGING OF THE GUESTS

Article 16. When the baggage of the Guest is brought into the Hotel before their arrival, the Hotel shall be liable to keep it only in the case when such a request has been accepted by the Hotel. The baggage shall be handed over to the Guest at Reception at the time of his check-in.

2. When the baggage or belongings of the Guest are found left after his check-out, and the ownership of the article is confirmed, the Hotel shall inform the owner of the article left and ask for further instructions. When no instruction is given to the Hotel by the owner or when the ownership is not confirmed, the Hotel will follow the guidelines stipulated in the 'Lost Goods Act';

3. The Hotel's liability in regard to the custody of the Guest's baggage and belongings in the case of the preceding two Paragraphs shall be assumed in accordance with the provisions of

Paragraph 1 of the Preceding Article in the case of Paragraph 1, and with the provisions of Paragraph 2 of the same Article in the Paragraph 2.

LIABILITY IN REGARD TO PARKING

Article 17. The Hotel shall not be liable for the custody of Guests' vehicles when the Guest utilizes the parking lot within the premises of the Hotel, as it shall be regarded that the Hotel simply offers the space for parking, whether the key of the vehicle has been deposited to the Hotel or not.

LIABILITY OF THE GUESTS

Article 18. The Guest shall compensate the Hotel for damages caused through intent or negligence on the part of the Guest.

Attached Table No.1: Calculation Method for Total accommodation Charges (Ref. Paragraph 1 of Article 2, Paragraph 2 of Article 3, and Paragraph 1 of Article 12)

		Contents	
Total Amount to be paid by the Guest	Accommodation Charges	(1)	Basic Accommodation Charge (Room Charge)
		(2)	Service Charge ((1) × 15%)
	Extra Charges	(3)	Meals, Drinks and Other Expenses
		(4)	Service Charge ((3) × 15%, 20% for In-room Dining)
	Taxes	(5)	National Consumption Tax
		(6)	Tokyo Metropolitan Tax
Tokyo Hotel tax is charged per person, per night. If the sum of ((1)+(2)) is less than ¥10,000, no tax applies. ¥10,000 - ¥15,000 is taxed at ¥100, over ¥15,000 is taxed at ¥200.			

Remarks of Attached Table No. 1:

Basic accommodation charge is stated in the room tariff in stationary holder.

Attached Table No.2: Cancellation Charge
(Ref. Paragraph 2 of Article 6)

Date when Cancellation of Contract is Notified

Contract Type	No Show					
		After 6 p.m. one Day prior to arrival	Within 30 Days of arrival	Within 1 month to 3 months of arrival	Within 3 months to 6 months of arrival	Within 6 months to 12 months of arrival
Individual (less than 10 rooms)	100%	100%	–	–	–	–
Group (more than 10 rooms)	100%	100%	100%	80%	50%	30%

Remarks:

1. Only written, dated requests for cancellation shall be taken into account for Group contracts.
2. The percentage of the Group cancellation charge is equal to the expected rooms, conference and food & beverage revenue.
3. In case the Client increases the room block, meeting space and/or food and beverage requirements after the present contract has been signed, calculation of cancellation fees will be based on the last confirmed increase.
4. Any requests for changes to previous reservations entailing a reduction of the price of the function, change of dates and/or reduction of the duration, quantity and/or quality of the service or premises reserved, reduction in the number of guests, shall be deemed a total or partial cancellation, depending on the extent of the reduction.
5. The hotel reserves the right to consider that any partial cancellation representing over 60% of the total amount for the function constitutes a full cancellation.
6. Any form of entertainment or outside services retained by the Hotel on the Client's instruction may incur a full charge for the services retained regardless of when the services were cancelled.
7. The individual rate rules and restrictions accepted at the time of reservation may supersede these terms and conditions, in which case the prevailing rate rules will apply. Eg. Advance Purchase reservations that are 100% non-refundable in the event of a cancellation.
8. The Hotel reserves the right to review and amend the above cancellation terms and conditions at any time, at which time these changes will be confirmed to the guest at the time of reservation.