

# Provisions Governing Accommodation Agreements

## Article 1 Application of Provisions

- (1) Contracts for Accommodation and related agreements between this Hotel and the Guest shall be in accordance with these provisions. Any particulars not provided for in these provisions shall be governed by laws and generally accepted practices.
- (2) Notwithstanding the preceding paragraph, this Hotel may enter into special contracts to the extent that they will not run counter to the spirit of these provisions, laws and generally accepted practices.

## Article 2 Refusal of Accommodation Requests

The Hotel may not accept an accommodation under the following circumstances.

- (1) When the application for accommodation does not conform with these provisions.
- (2) When the Hotel is fully booked and no room is available.
- (3) When the Guest seeking accommodation is deemed liable to conduct himself in a manner that will contravene the laws or act against the public order or good morals in regard to his/her accommodation.
- (4) When the Guest seeking accommodation can be clearly detected as carrying an infectious disease.
- (5) When the Hotel is requested to assume an unreasonable burden in regard to his/her accommodation.
- (6) When the Hotel is unable to provide accommodation due to natural calamities, malfunction of the facilities and/or other unavoidable causes.
- (7) When the Guest seeking accommodation can be detected as drunken, and he/she is in danger causing badly troubles to other Guests.
- (8) When the Guest seeking accommodation acts violently, makes treats, intimidates, makes violent demands, or intimidation, forcing unduly requests or saying unduly rants to Hotel employee, or request burden more over reasonable range, or recognized as doing similar acts at the Hotel in the past.

## Article 3 Clarification of Name etc.

When the Hotel has accepted a request for accommodation in advance of the day of occupancy (hereinafter called request for accommodation reservation), the Guest making the reservation may be requested to clarify the following particulars within the limits designated by the Hotel.

- (1) Guests name, gender, nationality address and occupation
- (2) Other particulars deemed necessary by the Hotel.

## Article 4 Reservation Deposit

When the Hotel has accepted a request for reservation of accommodation, the Guest may be requested to pay a reservation deposit, limited to charge of accommodation for the period of stay (3 days When the period of stay exceed 3 days) within the limits designated by the Hotel.

When the reservation deposit in the previous paragraph comes within the scope of Article 5, it shall be made to cover the cancellation charge, and then any remainder return to the Guest.

## Article 5 Penalty

When the Guest making the reservation cancels the whole or a part of the reservation made, the Hotel shall receive payment for the cancellation as stipulated in the cancellation charge, shown hereunder. However this provision shall not apply to some parties(referring to groups with 10 paying members and more the same hereafter) up to 10% of its number, as of 10 days prior to occupancy(When the Hotel has accepted the reservation later than this date, then the date of acceptance shall apply) -with fractions counted as whole- when such cancellation was made for a portion of the group.

- (1) The Hotel may consider the reservation for accommodation as having been cancelled by the Guest making reservation, when the Guest does not appear by 9:00 p.m. of the day of occupancy and when he/she has not contacted the Hotel beforehand. (When the hour of arrival is more or less stated, then it shall be 2 hour after that hour.)
- (2) When the reservation has been considered as cancelled, In accordance with the preceding paragraph, but if the Guest is able to show that his/her failure to appear without contact was due to the delay or non-arrival of the train, airplane or other public transportations and not to any cause due to him/her, the Hotel will not receive the cancellation charge.

## THE CANCELLATION CHARGE (per one guest)

- (1) Individual (1 to 9 person)
  - A. Cancellation in one day prior : 20% of the first days charge
  - B. Cancellation in accommodation day : 100% of the first days charge
- (2) Group (10 and more person)
  - A. Cancellation in 2 to 9 days prior : 30% of the first days charge
  - B. Cancellation in one day prior : 50% of the first days charge
  - C. Cancellation in accommodation day : 100% of the first days charge

## Article 6 Cancellation of Reservation

The Hotel shall be able to cancel the reservation for accommodation under any of the following circumstances, except in the cases specified in the other.

- (1) When it comes under Clause 3 to 8 of Article 2.
- (2) When the clarification of particulars in Clause 1 of Article 3 has been requested and not complied with, within the limits designated by the Hotel.
- (3) When payment of the reservation deposit stipulated in Article 4, has been requested and not complied with, within the limits designated by the Hotel.
- (4) When the Hotel has cancelled the reservation for accommodation, in accordance with the preceding paragraph, it shall return any deposit receive for the reservation.

## Article 7 Registration

The Guest shall register the following particulars at the Front Desk of the Hotel, on the day of accommodation.

- (1) Particulars stated in Clause 1 of Article 3.
- (2) In the case of a foreign Guest, his/her passport number, place of landing and date of landing in Japan.
- (3) Date and time of departure.
- (4) Other particulars deemed necessary by the Hotel.

## Article 8 Check-Out Time

- (1) The Check-out time (The hour for vacating the room by the Guest) is 10:00 a.m..
- (2) The Hotel may, notwithstanding the provisions prescribed in the preceding paragraph, permit the Guest to occupy the room beyond the check-out time. In such a case, additional charge must be paid as listed hereunder.
- (3) In the case of extension, the guest can use the room until up to 1:00 p.m..

## Late Check Out Additional Charge

¥1,100 (tax included) / guest / hour

## Article 9 Payment of Bills

- (1) Payment of bills shall be made in Japanese currency or credit cards admitted by the Hotel at the Front Desk of the Hotel, at time of the Guests departure or when requested by the Hotel. However, this hotel cannot accept personal checks.
- (2) Guests shall pay for the accommodation from the commencement of occupancy, even when he voluntarily chooses not to use the facility.

## Article 10 Observance of Rules

The Guest shall observe the rules established by the Hotel and posted within the Hotel.

## Article 11 Rejection of Continued Occupancy

This hotel may reject the continued occupancy of the room, even for the period accepted, in following circumstances.

- (1) When it comes under Clauses 3 to 7 of Article 2.
- (2) When the Guest does not observe the rules stated in preceding Article.

## Article 12 Responsibility on Accommodation

- (1) The responsibility of the Hotel concerning accommodation shall start from the time the Guest registered at the Front Desk or when Guest enters his/her room, whichever is the earlier and terminates at the time leaving the room to depart.
- (2) When the Guest can no longer be accommodated due to reasons for which the Hotel is responsible the Hotel staff arrange to secure accommodation of the same or similar standard for the Guest at facilities elsewhere, excepting cases of natural calamities and other causes making its observance difficult. In such a case, there shall be no charge to the guest for the accommodation at this Hotel for the day.

## Article 13 Rules of Exclusion Gangsters

The Hotel has refused the accommodation of gangsters officials. When the Guest seeking accommodation can be detected as a specified gangster, which is defined in the "Law on Prevention of unfair conduct by gang members", a gangsters official, or a member of other anti-social force.

## Hotel Rooms and Facilities Rules of Use

In order to maintain the public and safety of the hotel,  
is to the quest's use of the hotel based on Accommodation Agreements,  
please observe following rules.

If you cannot observe these rules,  
we will refrain from the use of accommodation, as well as in the hotel facilities  
by the Accommodation Agreements Article 11.

- (1) In the hallways and rooms, you must not use any flammable equipment and irons for heating, cooking or pressing.  
Except the equipped items of the Hotel.
- (2) You must not smoke in easy place and cause of fire, such as in the bed.  
Please check the emergency route as posted on the back of the guest room door.
- (3) You must not talk in loud voices, perform bustle act, or give the aversion to others, that you do not bother.
- (4) You must not bring the following items into the hallways and rooms.
  - (A) Animals, birds
  - (B) Objects emit terribly bad smell
  - (C) Significantly large amount of things
  - (D) Objects easy to fire or ignite, such as gunpowder, volatile oil etc..
  - (E) Guns and swords not allowed to possess by law
- (5) In the hallways and rooms, you must not perform gambling and act like disturbing the public morals.
- (6) You must not use facilities and equipment of the Hotel in the purpose other than the purpose of fixtures.
- (7) You must not remove and take equipment in the Hotel room.
- (8) You must not attempt to alter the building and facilities of the Hotel.
- (9) You must not put the objects harming the appearance of the Hotel.  
at the windows of hotel rooms. .
- (10) You must not perform business acts and distribute advertising materials to other guests in the Hotel.
- (11) You must not leave your shoes or other belongings in the hallways and lobby.
- (12) When you want to make any change of your stay, please inform your requests to the front desk personnel in advance.
- (13) Your laundry entrusted and things you left behinds will be kept in up to 3 months after your departure.
- (14) The parking of the hotel is dedicated to guests stayed in the hotel only.  
We refuse the use by non-stayed guests firmly.
- (15) We do not take any responsibility for the car accidents in the parking area (damage, theft, etc.)
- (16) Don't leave your valuables in the Hotel rooms.  
We do not take any responsibility for any loss in the case of theft.
- (17) Please pay your charge all in advance payment.
- (18) You must not put non-stayed person in the hotel rooms, or forgive to use the facilities and goods in the Hotel rooms by that person.  
You shall make a meeting with visitors in the lobby on the first floor.
- (19) You must not use the Hotel rooms and lobby as the office instead.

# 緊急時のご案内

## Emergency Guide

### 1：お部屋にお着きになられましたら…

- ・ 入り口ドアの内側の避難経路図をご覧になり、非常口の位置をご確認下さい。
- ・ 非常口へは、どちらのお部屋からでも2通りの避難経路が設定されておりますので、実際に歩いてお確かめ下さい。
- ・ 火の元にはくれぐれもご注意下さい。特に、ベッドでの喫煙はご遠慮いただけますよう、お願い申し上げます。

### 2：火災を発見された場合には…

- ・ お近くの火災報知器のボタンを押していただくか、フロント（内線9番）まですぐにご通報下さい。
- ・ 大声でまわりのお部屋の人にも知らせて下さい。
- ・ 煙、または、臭いなどで火災と思われる場合にも、ただちにフロントへご連絡下さい。

### 3：ホテル内で火災が発生した場合には…

- ・ 館内放送により、火災の発生をお知らせ致します。
- ・ スタッフが安全な場所へ誘導致しますので、落ち着いてその指示に従い、避難して下さい。

### 4：避難される場合には…

- ・ お部屋から出られる際には、延焼防止のため、必ずドアをお閉め下さい。
- ・ タオルを水で濡らして、鼻と口を覆って下さい。
- ・ 壁に沿って、姿勢を低く、煙とは反対方向の避難経路を選んでお進み下さい。
- ・ 避難の際、エレベーターは絶対に使用しないで下さい。
- ・ 一度避難されてから、貴重品などをお取りにお部屋に戻られることは、危険ですので、絶対におやめ下さい。

### 5：地震が発生した場合には…

- ・ 館内放送の指示に従って下さい。
- ・ 窓から離れて下さい。
- ・ 頭を防護するようにして、落下物にも注意して下さい。
- ・ たばこの火はすぐに消して下さい。
- ・ エレベーターは決して使用しないで下さい。

### 1：Upon arrival in your room

- ・ Take a look at chart on the inside of the door and note the locations of emergency exits.
- ・ Each room has two routes leading to emergency exits. Please familiarize yourself with these routes.
- ・ Please be careful about fire hazards. Particularly, we request that you will not smoke in bed.

### 2：In case you discover fire

- ・ Sound the fire alarm on the wall, or call to FRONT DESK(No.9) immediately.
- ・ Alert the occupants of other rooms nearby.
- ・ Even when you just smell or see smoke from a possible fire. Report immediately to FRONT DESK.

### 3：If a fire breaks out within the hotel

- ・ A fire alarm will be announced over the public address system.
- ・ Hotel personnel will lead guests to a safe place. Please be calm and follow their instructions, for a safe departure.

### 4：When you have to escape from a fire

- ・ When getting out of the room, do not forget to close the door in order to prevent the fire and smoke from spreading.
- ・ Cover your mouth and nose with a wet towel.
- ・ Walk in a crouch or crawl along the wall and proceed toward an emergency exit free of flames.
- ・ Do not use the elevators in refuge by no means.
- ・ Do not go back to your room for your valuables, etc. after arriving at a safe place.

### 5：If an earthquake occurs

- ・ Follow the instructions we will be broadcasting within the building.
- ・ Keep away from the windows.
- ・ Protect your head and beware of falling objects.
- ・ Put out cigarette immediately.
- ・ Never use the elevators.