

## NOTICE

- Do not enter the “Staff Only” space.
- It is not possible to use the sinks or the refrigerators. Please ask the staff about items that need to be held in the refrigerator or freezer.
- If the space is used for more than 15 minutes over the agreed upon time, an extension charge (in units of 30 minutes) will be charged.
- The hotel staff may enter the venue at any time.
- If any damage to facilities or equipment due to improper use or negligence is found, guests may be charged a damage fee equivalent to the amount needed for repair.
- Please note that the hotel will not be responsible for cleaning vomit.
- All items left behind in the venue will be disposed of or thrown away.
- The hotel will not be responsible for any items deposited with us. Depending on space availability, there is the possibility that they will be stored in place that cannot be locked, so please take care of any valuables on your own.
- Please contact us if you wish to send any items in advance. Please note that it will not be possible to accept packages the hotel has not been informed of in advance.
- Layout change requests will not be accepted on the same day.
- Please refer to the below information regarding early access to the venue. Please note that even if you come to the hotel earlier than the below times, there is no waiting room.
- Please note that there is no cloak room.

### Plans with food included

- Coordinators (for early set-up): Up to 1 hour before
- Guests: up to 30 minutes before

### Rental space only

- Coordinators (for early set-up): Up to 30 minutes before
- Guests: up to 15 minutes before

- Please refer to the below information regarding provisional reservations, change in the number of guests and cancellation policies.
- Provisional reservation.  
Valid until 1 month before the reservation date.
- Change in the number of guests.  
Up to 1 week before the reservation date.  
\*Less than 1 week before the reservation date, no change in the number of participants will be possible, even with a reduced number of participants
- Cancellation policy  
Same day cancellation will incur in 100% penalty fee.