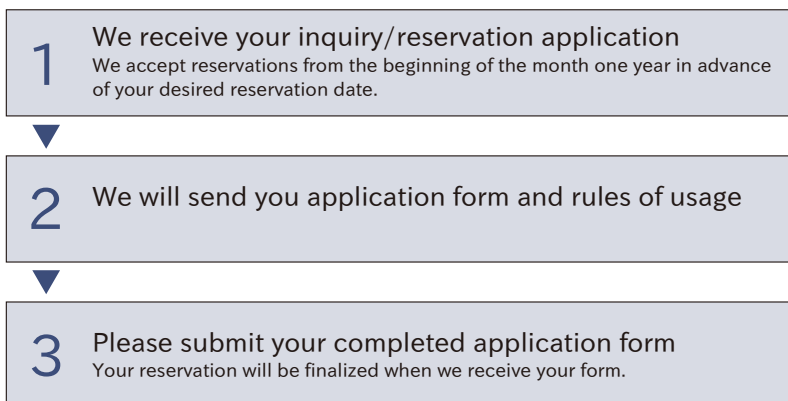


# Marunouchi Hotel Multi-purpose Meeting Room Guide

## Flowchart for reservations



At this stage, your reservation is provisional. Please note that in certain cases, we may require you to submit additional documents to those mentioned above.

NB: We reserve the right to cancel your reservation if we do not receive your application within 3 days of receiving your provisional reservation. Also, please be aware that even after your reservation has been finalized, there may be circumstances which render us unable to hire out the room in question.

## ご利用時間と料金について

### ● Basic Rate (Opening hours 9:00~21:00)

hours	Net Price	Incl. Tax
2 hours	¥44,000	¥48,400
3 hours	¥66,000	¥72,600
4 hours	¥88,000	¥96,800
6 hours	¥120,000	¥132,000
8 hours	¥150,000	¥165,000
12 hours	¥200,000	¥220,000

NB: Usage times include setting up and clearing away times.  
We have a special increased rate for prolonged usage outside of opening hours.

### ● Overtime Rate (Per 30 mins)

時間	Net Price	Incl. Tax
Overtime Rate within opening hours 9:00~21:00	¥12,000	¥13,200
Overtime Rate outside opening hours 8:00~9:00 21:00~22:00	¥15,000	¥16,500

### ● Type of Internet Connections

	Net Price	Incl. Tax
1Gbps Shared (Ethernet / Wireless)	Complimentary	
1Gbps Dedicated* (Ethernet / Wireless)	¥20,000	¥22,000

\*Exclusive internet access for the meeting room.  
Please contact us for mor information.

### ● Items for Rent

Item	Net Price	Incl. Tax
Screen	¥10,000	¥11,000
Projector	¥20,000	¥22,000
Speakerphone	¥10,000	¥11,000

NB: All prices above are per 1 usage

### ● Items for Free Rent

Extension cord LAN cable Whiteboard

### ● Box Lunch (Reservation required. Please inquire for details.)

	Net Price	Incl. Tax
Japanese Box Lunch	¥3,000– per unit	¥3,300– per unit
Sandwich Box	¥3,000 per unit	¥3,300 per unit

### ● Cancellation Policy

59-10 days before	50%
9 or fewer days before	100%

## Facilities Overview

Opening hours: 9:00~21:00

Floor area: 51.5㎡

Max ceiling height: 2.8m

Capacity: Round-table seating arrangement: 16 people

U-shape seating arrangement: 12 people

Auditorium seating arrangement: 24 people

9 desks with casters (180cm×60cm)

16 high-backed chairs with armrests

8 stacking chairs without armrests

Complimentary bottled water/green tea in the in-room fridge

\*Please note that desks and chairs may not be taken out from the room.

## Rules for Usage for the Marunouchi Hotel Multi-Purpose Meeting Room

We ask you to abide strictly by the following rules and regulations in your reservation and usage of the Marunouchi Hotel Multi-Purpose Meeting Room.

### ■ Days Open

365 days a year

However, please be aware that we may need to close on occasion for repair work, checks, and so on.

### ■ Opening Hours

The meeting room is open from 9 a.m. to 9 p.m.

### ■ Maximum capacity

Round-table seating arrangement: 16 people

U-shape seating arrangement: 12 people

Auditorium seating arrangement: 24 people

### ■ Reservation procedure

1) Reservation applications are accepted the beginning of the month one year in advance of your desired reservation date. (Reservations can be made from 9 a.m. to 5 p.m., by telephone, fax, or e-mail.)

2) After receiving your application, Marunouchi Hotel, Co. Ltd. will send you copies of a confirmation letter, application form, and rules of usage by fax or e-mail. At the point that these are delivered to you, your reservation will be deemed provisional. Please note that in certain cases, we may require you to submit additional documents to those mentioned above.

3) Please fill out the necessary fields in the application form and return it to us by fax or e-mail. Your reservation will be finalized when the hotel receives your application form. We reserve the right to cancel your reservation if we do not receive your application within 3 days of making your provisional reservation.

4) Please be aware that even after your reservation has been finalized, the results of screenings or unavoidable circumstances may render us unable to hire out the room in question. In this case, you will not be charged a cancellation fee.

### ■ Cancellation fees

Please be aware that after reservations are made, cancellation fees can be charged not only for complete cancellations, but also for changes made to reservation times and dates.

### ■ Cancellation fee system

1) 59-10 days before the date of reservation: 50% of the basic room rate

2) 9 or fewer days before the date of reservation: 100% of the basic room rate, equipment costs and all service costs

NB: As well as the cancellation fees above, customers may be charged separately for any actual expenses that have already been incurred by the point of cancellation.

In the case of any of the following eventualities, which come about for reasons beyond guests' control such as adverse weather conditions and natural disasters, cancellation fees will not be charged. However, please be aware that the hotel will not provide compensation for any damages incurred in these cases.

· When closure of public transport systems renders it impossible to access the hotel.

· When government agencies install emergency equipment and the like in the hotel, and this is judged to be detrimental to the functioning of the meeting room.

· When damage to the hotel building or similar prevents normal operation of the hotel.

### ■ Usage Restrictions

Please note we cannot permit usage of the meeting room in the following circumstances.

If any of these are deemed to apply, we reserve the right to cancel reservations and to terminate usage of the room. We will not provide compensation for any damages incurred in these cases.

1) If any falsifications are found in the documents submitted at the time of reservation, such as application forms or company information.

2) If guests do not comply with the list of prohibitions or rules, or do not heed warnings from the hotel.

3) If the hotel judges that there is a risk of damage or destruction to the building or its equipment.

4) If combustible display panels and so on are used. (We require customers to use non-combustible display materials. Bringing large quantities of combustible materials into the meeting room is prohibited.)

5) If the hotel judges that usage of the room is detrimental to the operation of the hotel in any way.

6) If a disaster warning is issued, as outlined in the Act on Special Measures Concerning Countermeasures for Large-Scale Earthquakes.

7) If the government or its affiliated offices demands it.

### ■ List of prohibitions

The following are strictly forbidden:

1) Bringing animals into the room other than guide dogs for the blind, hearing dogs, or service dogs.

2) Admitting more people into the room than stipulated by the maximum capacities listed above.

3) Using the meeting room in any way that violates the rules of usage.

4) Using the meeting room for religious activities (including soliciting activities).

5) The use of any devices that create loud noises (microphones are not permitted).

6) Bringing combustibles, flammables, explosives, or any other dangerous items into the meeting room

7) Using naked flames inside the meeting room

8) Bringing articles that have an offensive odor into the meeting room

9) Behaving in any way that causes a disturbance to other guests

10) Engaging in unlawful or indecent behavior, or engaging in any acts that violate public morals

11) Engaging in acts that could cause loss of or damage to the building, its fittings and furniture, or equipment

12) Attaching nails, thumbtacks, pins or similar sharp objects to the building or its furniture

13) Bringing food and drink into the room (except for plastic bottles of non-alcoholic drinks)

14) Smoking outside of the designated areas. The meeting room itself is non-smoking.

15) Transferring the rights to use the room to third parties, or letting third parties use the room

16) Doing anything that you were instructed was prohibited at the time the reservation was made.

17) Engaging in any other acts inappropriate for meetings.

### ■ Policy regarding crime syndicates, members of such syndicates, and other parties that may violate public order

1) In accordance with the Act for the Prevention of Wrongful Acts by Members of Organized Crime Groups (March 1, 1992), we do not permit usage of the meeting room by crime syndicates and members of those syndicates as designated in that Act. (If we discover such connections, we will refuse any further usage, regardless of whether the discovery occurs after the reservation has been finalized or during use of the room.)

2) We do not permit usage of the meeting room by groups and organizations associated with antisocial behaviors and members of those groups or organizations, such as criminal syndicates, extremist organizations and their constituent members. (If we discover such connections, we will refuse any further usage, regardless of whether the discovery occurs after the reservation has been finalized or during use of the room.)

3) In the case that we discover any acts of violence, threats, blackmail, coercion and so on occurring in the room, we will terminate usage immediately. Anyone found to have committed such acts will not be permitted to use the meeting room again.

4) If individuals using the room are judged to be in a state where they are liable to cause danger or disturbance to other customers or to themselves, owing to intoxication, narcotics, or physical or mental debilitation, we will terminate their use of the meeting room immediately.

### ■ Other Rules

1) If you wish to display banners, posters giving directions, and so on inside the hotel, please consult our staff beforehand. You will need prior permission from the hotel in order to use such materials.

2) We cannot accept any responsibility for damage to persons or objects incurred during the time of usage, including set-up and clear-up time.

3) A responsible member of your party must be in the room at all times throughout the assigned usage time. We ask that you monitor the room during your time using it. We do not accept responsibility for any thefts of belongings that occur during the time of usage.

4) Please ensure that you exit the room promptly, by the end of your allotted time. Be aware that the usage period assigned to you includes the time necessary for set-up and clear-up time. If you overrun your allotted time, we will charge you for the extra time, regardless of how it was used.

5) We can accept requests for extensions to room usage time, so long as these do not interfere with subsequent reservations. However, extensions are only possible in the case that permission has been obtained from an authorized member of staff in advance.

6) If you are using trolleys when bringing in or taking out supplies from the meeting room, please show the hotel staff your permission form, then use the trade elevator.

7) Requests for changing the layout of the room must be received before noon the day prior to the reservation. There will be a charge for requests made after this time (including on the day of the reservation itself).

8) If you have special catering requests, please consult with a member of our staff in advance.

9) Please check the emergency procedures such as location of the emergency exits, escape routes and fire extinguishing equipment before using the room.

10) Responsibility for guarding the room and guiding people there lies with the customers.

11) Guests will be charged for any damage or loss incurred to the building or its fittings, furniture, equipment and so on during the time of usage.

12) Guests will be charged if any special cleaning is needed after their use of the room, or if there is a large amount of garbage.

13) If you wish to use the hotel's name, logo and so on in any printed material or similar, please consult with a member of hotel staff before doing so.

14) In regards to any matters relating to usage of the room not covered here, please consult the hotel and follow their instructions.

15) Please be aware that in the case that any of these rules are violated, we may ask for compensation for damages.

NB: These rules are subject to change without prior notice.