

Provisions Governing Accommodation Agreements

Application of provisions

Article 1. Accommodation contracts and related contracts to be entered into by this hotel shall be in accordance with these provisions and particulars not provided for in these provisions, shall be made in accordance with the laws and customary practices.

2. Notwithstanding the previous paragraph, this hotel may enter into special agreements to the extent that they will not run counter to the spirit of these provisions, the laws and customary practices.

Rejection of Accommodation Requests

Article 2. This hotel may refuse to provide accommodation in the following circumstances:

- (1) When the accommodation request does not come under these provisions.
- (2) When this hotel is booked full and no room is available.
- (3) When a person seeking accommodation is deemed liable to conduct himself in a manner contrary to that provided in the laws or the maintenance of public peace and good morals, through his stay in this hotel.
- (4) When a person seeking accommodation can be clearly detected as being afflicted with an infectious disease.
- (5) When requested to bear a special burden, as regards the accommodation.
- (6) When this hotel is incapable of providing the accommodation due to natural calamities, damage to its facilities and other unavoidable causes.
- (7) When a person seeking accommodation can be clearly detected as a drunken person, who is in danger of giving other guests much trouble.

Clarification of Name etc.,

Article 3. When this hotel has accepted a request for accommodation in advance of the day of occupancy (hereinafter called request for accommodation reservation) it may request the person making the reservation to clarify the following particulars, within a designated period.

- (1) Name, sex, nationality and occupation of the person(s) occupying the accommodation.
- (2) Other particulars deemed necessary by this hotel.

Reservation Deposit

Article 4. When this hotel has accepted a request for reservation of accommodation, it may request the payment of a deposit, limited to charge of accommodation for the period of stay (when the period of stay is over 3 days, it shall be for 3 days) within a designated period.

2. When the deposit in the previous paragraph comes within the scope of the following articles, it shall be made to cover the cancellation charge with any remainder refunded.

Cancellation of Reservation

Article 5. When the person making the reservation cancels the whole or a part of the reservation made, this hotel shall receive payment for the cancellation as stipulated in the cancellation charge, shown hereunder. However, this provision shall not apply to partines (referring to groups with 15 paying members and more the same hereafter) up to 10% of its number, as of 10 days prior to occupancy, (when this 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.

2. This hotel may consider the reservation for accommodation as having been cancelled by the person making the reservation, when the guest(s) does not appear by 9:00p.m. of the day of occupancy and when he has not contacted this hotel beforehand. (When the hour of arrival is more or less stated, then it shall be 2 hours after that hour.)
3. When the reservation has been considered as cancelled, in accordance with the previous paragraph, but if the guest is able to show that his failure to appear without contact was due to the delay or non-arrival of the train, airplane or other public conveyances and not any cause due to him, this hotel will not receive the cancellation charge.

Article 6. In addition to that provided for elsewhere, this hotel shall be enabled to cancel the reservation for accommodation in the following circumstances:

- (1) When it comes under clause 3 to 7 article 2.
 - (2) When the clarification of particulars in clause 1 of article 3 has been requested and not complied with, within the designated period.
 - (3) When payment of the reservation deposit, stipulated in article 4 paragraph 1, has been requested and not complied with, within the designated period.
2. When this hotel has cancelled the reservation for accommodation, in accordance with the previous paragraph, it shall refund any deposit received for the reservation.

Registration

Article 7. Guests shall register the following particulars with this hotel at the front office, on the day of their arrival.

- (1) Particulars stated in clause 1 of article 3.
- (2) In the case of foreigner, his passport number, place of landing and date of landing in Japan.
- (3) Day and hour of departure.
- (4) Other particulars deemed necessary by this hotel.

Check-out Time

Article 8. The hour for vacating the room by guest (check-out time) shall be 10:00a.m.

2. The previous paragraph notwithstanding, this hotel may accede to the use of the room beyond the check-out time. In such a case, there is an additional charge as listed here-under.

ADDITIONAL CHARGE

- (1) Until 1:00p.m. ... 30% of room charge

Payment of Bills

Article 9. In principle the hotel charge shall be paid in cash in advance. However, anything approved by the hotel is excluded.

2. Guests shall pay for the accommodation from the commencement of occupancy, even when he voluntarily chooses not to use the facility.

Observance of Rules

Article 10. Guests shall observe the rules established by this hotel and posted within this hotel.

Rejection of Continued Occupancy

Article 11. This hotel may reject the continued occupancy of the room, even for the period accepted, in the 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 previous article.

Responsibility on Accommodation

Article 12. The responsibility of this hotel concerning accommodation shall start from the time the guest is registered at the front office or when he enters his room, whichever is the earlier, and terminates at the time he leaves his room to depart.

2. When the guest can no longer be accommodated due to reasons for which this hotel is responsible, the hotel shall 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.

Act for Protection of Computer Processed Personal Data held by Administrative Organs

We observe keeping secret the information obtained from the client based on the Act for Protection of Computer Processed Personal Data held by Administrative Organs.

The Regulations of HOTEL NEW SAITAMA

We hertily ask you to observe the following regulations based on Accommodation Agreements in order to maintain the public and the security of our hotel. When you come to break them, we are obliged to refuse your further stay in accordance with Article 11 of Accommodation Agreements.

- (1) Please do not use your own appliances or apparatuses liable to cause fire in the rooms or in the halls for heating, cooking or ironing.
- (2) Please do not smoke in the place likely to cause fire such as in bed.
- (3) Please do not make any loud noises which could cause dislikes or annoyance to other guests.
- (4) Please do not bring the following things into the halls or rooms.
 - A. Animals or birds
 - B. The things which have nasty smells
 - C. A large quantity of goods
 - D. Explosives and inflammables, such as ammution, naphtha, etc.
 - E. Illegally possessed guns, swords and so on
- (5) Please do not commit any actions which could corrupt public morals or do not gamble in the halls or in the guest rooms.
- (6) Please do not use the facilities and the things in our hotel for other purposes.
- (7) Please do not move any tims or equipment in the hotel and do not carry them out.
- (8) Please do not fit up the hotel building or the facilities with any subsances, and do not remodel it or do not change them.
- (9) Please do not hang anything on the windows in case it should spoil the outward appearance of this hotel.
- (10) Please do not hand out sales flyers to the guests in the hotel premises.
- (11) Please do not leave your shoes and your personal belongings in the lobby or in the halls.
- (12) When you increase or decrease the days of your stay, please make sure to contact the front desk in advance.
- (13) Your laundry and lost belongings will be discards after we keep them for a certain period.
- (14) Please report to the front desk when you park your car in out parking lot.
- (15) We keep your valuables at the front desk. However, we are not liable for the other valuables you keep.
- (16) Your accommodation charges should be paid in advance when you stay here for more than 3 days.
- (17) Please do not meet your visitors in the room. Please do not let them use any hotel room equipment.
- (18) Please do not use your room or the lobby as business purposes such as a business office.
- (19) Please refrain from eating and drinking in the lobby.