

Provisions Governing  
Accommodation Agreements





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### Article 1 Scope of Application

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. And any particulars not provided for herein shall be governed by laws and regulations 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.

### Article 2 Application for Accommodation Contracts

1. A Guest who intends to make an application for an Accommodation Contract with the Hotel shall notify the Hotel of the following particulars:
  - (1) 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 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 few Accommodation Contract at the time such request is made.

### Article 3 Conclusion of Accommodation Contracts, etc.

1. 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 (3 days when the period of stay exceeds 3 days) 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 if 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 when the Guest is thus informed by the Hotel when the period of payment of the deposit is specified.

### Article 4 Special Contracts Requiring No Accommodation Deposit

1. Notwithstanding the provisions of Paragraph 2 of the preceding Article, the Hotel may enter into a special contract requiring no accommodation deposit after 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 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 construed that the Hotel has accepted a special contract prescribed in the preceding Paragraph.

## **Article 5 Refusal of Accommodation Contracts**

1. The Hotel may not accept the conclusion of an Accommodation Contract under any of the following cases:
  - (1) When the application for accommodation does not conform with the provisions of these Terms and Conditions;
  - (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 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 accommodation;
  - (6) When the Hotel is unable to provide accommodation due to natural calamities, disfunction of the facilities and other unavoidable causes; or
  - (7) When the provisions of Shiga prefectural Ordinance No.7 is applicable.

## **Article 6 Right to Cancel Accommodation Contracts by the Guest**

1. The Guest is entitled to cancel the Accommodation Contract by so 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 attached Table. No2. 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.
3. In the case when the Guest does not appear by 10:00p.m. of the accommodation date (2 hours after the expected time of arrival if the Hotel is notified of it) without an advance notice, the Hotel may regard the Accommodation Contract as being cancelled by the Guest.

## **Article 7 Right to Cancel Accommodation Contracts by the Hotel**

1. The Hotel may cancel the Accommodation Contract under any of the following cases:
  - (1) When the Guest is deemed liable to conduct and have conducted himself in a manner that will contravene the laws or act against the public order or good morals in regard to his accommodation;
  - (2) When the Guest can be clearly detected as carrying an infectious disease;
  - (3) When the Hotel is requested to assume an unreasonable burden in regard to his accommodation;
  - (4) When the Hotel is unable to provide accommodation due to natural calamities and other causes of force majeure;
  - (5) When the provisions of Shiga prefectural Ordinance No.7 is applicable;
  - (6) When the Guest does not observe prohibited actions such as smoking in bed, mischief to the fire fighting facilities and other prohibitions of the Use Regulations stipulated by the Hotel restricted to particulars deemed necessary in order to avoid the causing fires).
2. In the case when the Hotel has cancelled the Accommodation Contract in accordance with the preceding Paragraph, the Hotel shall not be entitled to charge the Guest for any of the services in the future during the contractual period which he not received.

## **Article 8 Registration**

1. The Guest shall register the following particulars at the Hotel on the day of accommodation:
  - (1) Name, age, sex, address and occupation of the Guest(s);
  - (2) For non-Japanese: 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 Guest intends to pay his Accommodation Charges prescribed in Article 12 by any means other than Japanese currency, such as traveler's cheques, coupons or credit cards, these credentials shall be shown in advance at the time of the registration prescribed in the preceding Paragraph.

## **Article 9 Occupancy Hours of Guest Rooms**

1. The Guest is entitled to occupy the contracted guest room of the Hotel from 3:00p.m. to 11:00a.m. the next day. However, in the case when the Guest is accommodated continuously, the Guest may occupy it all day long, except for the days of arrival and departure.
2. The Hotel may, notwithstanding the provisions prescribed in the preceding Paragraph, permit the Guest to occupy the room beyond the time prescribed in the same Paragraph. In this case, extra charges shall be incurred as follows:
  - (1) Until 3:00p.m. : 1,500Yen
  - (2) Until 5:00p.m. : 2,500Yen
  - (3) After 5:00p.m. : 100% of the room charge.

## **Article 10 Observance of Use Regulations**

1. The Guest shall observe the Use Regulations established by the Hotel, which are posted within the premises of the Hotel.

## **Article 11 Business Hours**

1. The business hours of the main facilities, etc. of the Hotel are as follows, and those of other facilities, etc. shall be notified in detail by brochures as provided, notices displayed in each place, service directories in guest rooms and others.
  - (1) Service hours of front desk, cashier' desk, etc.  
Front service 24hours
  - (2) Service hours (at facilities) of dining, drinking, etc.
    - A. All day dining Liberty (1F)  
From 6:45 a.m. to 10:00 p.m.
    - B. JFK lounge (2F)  
From 10:00 a.m. to 11:00 p.m.
2. The business hours specified in the preceding Paragraph are subject to temporary changes due to unavoidable causes of the Hotel. In such a case, the Guest shall be informed by appropriate means.

## **Article 12 Payment of Accommodation Charges**

1. The breakdown and method of calculation of the accommodation Charges, etc. that the Guest shall pay is listed in attached Table No.1.
2. Accommodation Charges, etc. as stated in the preceding Paragraph shall be paid with Japanese currency or by any means other than Japanese currency such as traveler's checks coupons or credit cards recognized by the Hotel at the front desk at the time of the arrival 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 which have been provided for him by the Hotel and are at his disposal.

## **Article 13 Liabilities of the Hotel**

1. The Hotel shall compensate the Guest for the damage if the Hotel has caused such damage to the Guest in the fulfillment or the nonfulfillment of the Accommodation Contract and related agreements. However, the same shall not apply in cases when such damage has been caused due to reasons for which the Hotel is not liable.
2. Insurance in order to deal with unexpected fire and other disasters.

#### **Article 14 Handling When Unable to provide Contracted Rooms**

1. The Hotel shall, when unable to provide contracted rooms, arrange accommodation of the same standard elsewhere for the Guest insofar as practicable with consent of the Guest.
2. When arrangement of other accommodation can not 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 the causes for which the Hotel is not liable, the Hotel shall not compensate the Guest.

#### **Article 15 Handing of Deposited Articles**

1. The Hotel shall compensate the Guest for the damage when loss, breakage or other damage is caused to the goods, cash or valuables deposited at the front desk by the Guest, except in the case when this has occurred due to causes of force majeure. However, for cash and valuables, when the Hotel has requested the Guest to report its kind and value but the Guest has failed to do so, the Hotel shall compensate the Guest within the limits of 100,000yen.
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 brought into the premises of the Hotel by the Guest but are not deposited at front desk. However, for articles of which the kind and value has not been reported in advance by the Guest, except in case of the damage caused through intention or gross negligence on the part of the Hotel, the Hotel shall compensate the Guest within the limits of 100,000yen.

#### **Article 16 Custody of Baggage and Belongings of the Guest**

1. When the baggage of the Guest is brought into the Hotel before his 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 the front desk at the time of the check-in.
2. When the baggage or belongings of the Guest is 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 shall keep the article for 3 months including the day it is found, and after this period, The hotel scraps them.
3. The Hotel 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 case of Paragraph 2.

#### **Article 17 Liability in Regard to Parking**

1. The Hotel shall not be liable for the custody of the vehicle of the Guest when the Guest utilizes the contract parking lot 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 with the Hotel or not. However, the Hotel shall compensate the guest for the damage caused through intention or negligence on the contract Parking lot in regard to the management of the contract parking lot.

#### **Article 18 Liability of the Guest Article**

1. The Guest shall compensate the Hotel for the damage caused through intentional or negligence on the part of the Guest.

**Attached Table No.1**

Calculation method for Accommodation Charges (Ref. Paragraph 1 of Article 2 and Paragraph 1 of Article 12)

		C o n t e n t s
Total Amount to be paid by the Guest	Accommodation Charges	① Basic Accommodation Charges (Room Charge) ② Service Charges (①×10%)
	Extra Charges	③ Meals & Drinks and Other Expenses ④ Service Charges (③×10%)
	Taxes	a) Consumption Tax

Remarks 1. The basic accommodation fee is based on the price list posted at the hotel.

**Attached Table No.2**

Cancellation Charges for Hotels (Ref. Paragraph 2 of Article 6)

Contracted Number of Guests  Date when Cancellation of Contract is Notified	Individual	Group	
	1 to 14	15 to 99	100 and more
No Show	100%	100%	100%
Accommodation Day	80%	80%	100%
1 Day Prior to Accommodation Day	20%	20%	80%
9 Day Prior to Accommodation Day		10%	20%
20 Days Prior to Accommodation Day			10%

**Remarks**

1. The percentages signify the rate of cancellation charge to the Basic Accommodation Charges.
2. When the number of days contracted is shortened, the cancellation charge for its first day shall be paid by the Guest regardless of the number of days shortened.
3. When part of a group booking (for 15 persons or more) is cancelled, the cancellation charge shall not be charged for the number of persons equivalent to 10% of the number of persons booked as of 10 days prior to the occupancy (when accepted less than 10 days prior to the occupancy, as of the date) with fractions counted as a whole number.



## Rules on Accommodation Utilization

To maintain the generality and reliability of the hotel, the guests of this hotel are requested to observe the following rules. In case one of these rules is violated by a certain guest, their stay will be discontinued regardless of the previous reservation.

1. Not to use the guest room for purpose other than lodging.
2. Not to use any burner for heating or cooking in the room or the hall-way.
3. Not to smoke in bed or other places where causes of fire are apt to occur.
4. Not to make a great noise or make yourself a nuisance to others.
5. Not to bring the followings in this hotel.
  - (A) Animals, birds, etc.
  - (B) Things with loathsome smell.
  - (C) Items of large quantity.
  - (D) Explosive items such as gun powder, gasoline, etc.
  - (E) Guns and swords of illegal possession.
6. Not to gamble or take any behavior against public morals in this hotel.
7. Not to bring visitors in the room and let them use the furnitures and fixtures.
8. Not to use the room or lobby as business offices.
9. Not to use the furnitures and fixtures in this hotel other than the original purpose.
10. Not to take out any fixtures in the room or move those to other place in this hotel.
11. Not to fix any other items to the room or to the furnitures or work upon the present state of the furnitures and fixtures.
12. Not to hang up any items at the windows which will spoil the outside view of this hotel.
13. Not to hand out any bills to the other guests in this hotel.
14. Not to leave your belongings in the hall-way or the lobby.
15. Not to order meals and drinks from outside.
16. In case the total amount of your bill exceeds ¥30,000, the settlement will be made upon our guest.
17. If you wish to change the period of your stay, you are to notify the front desk.
18. If you wish to extend your stay, you are requested to the price for the extension.
19. The management of your laundries or other belongings stored in the cloakroom and other items left behind without inquiry will be for the period of three months after your departure.
20. The management is not liable for any loss of money or other valuables unless they are deposited in the safe of the Front Office.