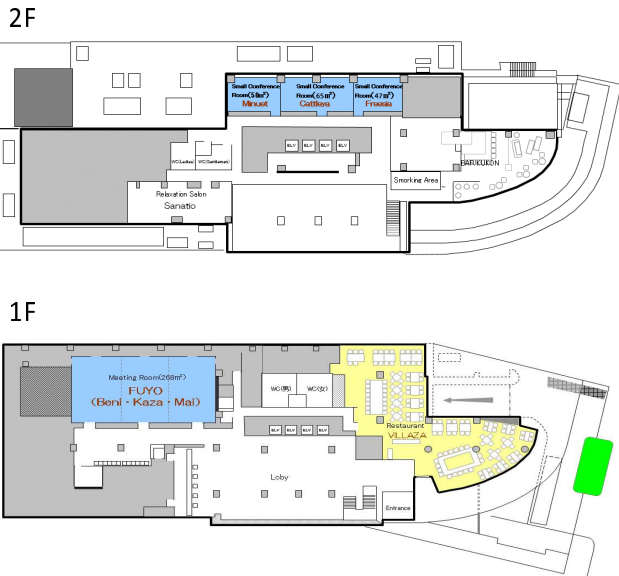


Conference Room Tariff

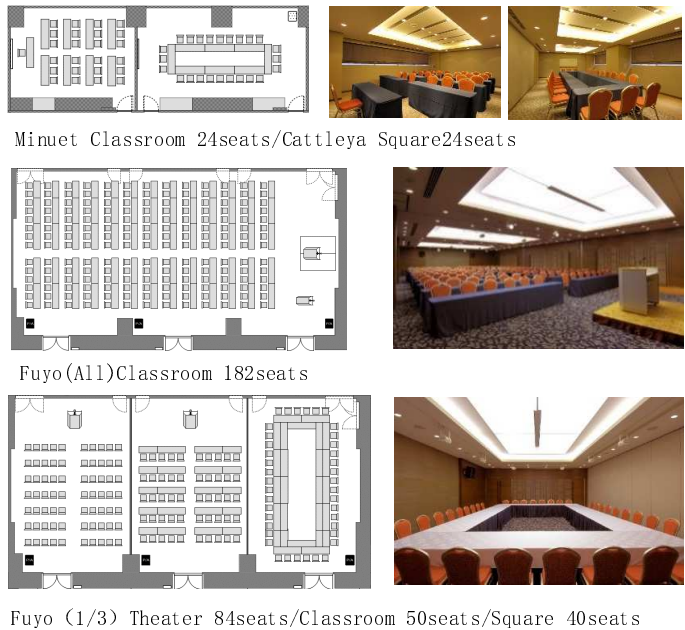
	Discription						Room Charge			
	Floor	Area (㎡)	Capacity of people (Max)				Conference			Banquet
			Classroom square		Island style	banquet	Basic Charge	Extension Charge/hour	All day	Basic Charge
			3Seats /table	2seats /table						
						3 Hours System			2 Hours System	
Fuyo (All Room)	1F	260	182 80	117 52	6 × 18	180 90	¥ 216,000 ¥ 291,600	¥ 64,800 ¥ 97,200	¥864,000	¥64,800
Fuyo (2/3) Beni Kaze/ Kaze Mai	1F	173	112 58	70 36	6 × 12	120 60	¥ 145,800 ¥ 204,120	¥ 45,360 ¥ 68,040	¥583,200	¥45,360
Fuyo (1/3) Beni/Kaze/ Mai	1F	87	58 40	30 24	6 × 6	50 30	¥ 75,600 ¥ 106,920	¥ 23,760 ¥ 35,640	¥302,400	¥23,760
						2 Hours System				
Cattleya	2F	65	35 30	18 18	6 × 5	25 20	¥39,420	¥16,200	¥162,000	N/C
Minuet	2F	50	24 22	16 12	6 × 4	—	¥32,400	¥10,800	¥129,600	N/C
Freesia	2F	47	24 18	16 12	6 × 4	—	¥32,400	¥10,800	¥129,600	N/C

Banquet Party Plan	¥7,200~	Portable Stage	¥5,400	Hanging Sign Board(600×3600cm)	¥27,000
Lunch Box	¥1,620~	LCD Projector (6000lm)	¥27,000	Ceremony Order on the Paper(900×1800cm)	¥16,200
Dinner Box	¥2,160~	Projector Table	¥4,320	Ceremony Order on the Panel(900×1800cm)	¥43,200
Sandwich Box	¥1,620	Stand Screen (120inch)	¥7,560	Flower Arrangement for food table	¥21,600~
Bottled Beer(500ml)	¥929	Stand Screen (100inch)	¥5,400	Table Top Flower Arrangement	¥5,400~
Japanese Sake(300ml)	¥1,620	White Board (900×1800cm)	¥3,240	Flower for Jar	¥10,800~
Wine(750ml)	¥4,860	White Board (900×1200cm)	¥2,160	Flower Bouquet	¥5,400~
Whiskey(750ml)	¥9,720	Flip Chart	¥6,480	Sound & light Operation(Recorder etc)	¥16,200
Shochu(720ml)	¥4,860	Laser Pointer	¥3,240	Recording(with CD)	¥4,320
Hot Green Tea	¥108	Hand Microphone (Wireless)	¥1,080	Receptionist (120minutes)	¥19,440
Coffee/Tea (by cup)	¥594	Pin Microphone	¥3,240		
Self-Coffee Pot(10 people)	¥5,400	DVD Player	¥16,200		
Soft Drink(by glass)	¥594	Large Size Podium	¥6,480		
Mineral Water(500ml Pet)	¥216	Medium Size Podium	¥5,400		
Cake set	¥1,080	Small Size Podium	¥3,240		
Refreshment(10 people)	¥6,480				

FLOOR MAP



LAYOUT SAMPLE



- Above tariff includes consumption tax(8%).
- A prior reservation is needed for using a conference room. Please note that you may not be able to change the reservation time and ask the time extension on the day.
- Reservation time should be included the time for the preparation(setting and reception)and cleaning up.
- It needs to be ordered before 2 weeks for food items and 1 week for construction hardwares by the reason of preparations.

Conference Room Terms of Use

Please note beforehand that HOTEL SUNROUTE PLAZA SHINJUKU has established the following Terms of Use for the usage of Conference Room.

1. Time to use the Conference Room and Extension Room charge
You agree that the usage time of Conference Room should be the reserved time in advance including setting and cleaning up. We ask you Extension Room charge if you exceed the reserved time. However, please approve beforehand that we might not be able to accept your time extension request under reservation circumstances.
2. Number of people payable
Please notify us the final number of people that we would provide food (Number of people payable) by two days before the reserved day at noon 12pm. We charge you its number of people payable even though attendances would decrease after that.
3. Payment
Please pay all expense regarding use of Conference Room until the day you reserve by cash, or credit card or bank transfer. You also can settle it by cash or credit card on the day. You may be needed to pay the advance received within a certain period depending on the content of your reservation.
4. Cancellation fee
When you cancel your reservation, we ask you to pay for the cancellation fee below and the expense it's spent so far.

The day you cancel	Meeting	Banquet Party
61 days prior to your event	Free	Free
From 60 to 30 days prior to your event	30% of Basic Conference Room Charge	100% of Basic Banquet Room Charge
From 29 to 7 days prior to your event	50% of Basic Conference Room Charge	100% of Basic Banquet Room Charge
From 6 days to the day before your event	80% of the Estimate Total	80% of the Estimate Total
On the day of your event	100%of the Estimate Total	100% of the Estimate

*Concerning Basic Conference/Banquet Room Tariff will be applied to <<Conference Room Tariff>>

5. Matters for Carry-On
All of the production (sign board/flower arrangement etc) in regards to your use should be ordered from our designated companies.
Please be sure to inform us beforehand if you'd like to bring some gifts.
You may be charge the fee for carry-on or storing if you arrange them by yourself.
6. Compensation for Damages
You will be asked to fix it promptly or bear the compensation for damages if you or companies that you hire and those concerned destroy or damage our hotel facilities or utensil supplies.
7. Prohibited Matters
 - ① Carry-on animals except for guide, assisting and service dogs for disabled.
 - ② Carry-on ignitable or inflammable materials and dangerous objects.
 - ③ Carry-on malodorous goods.
 - ④ Deeds against a Law or the Public Order and Morality and trouble behaviors for others.
 - ⑤ Movement of our hotel's belongings.
 - ⑥ The usage except for what you reserve.
 - ⑦ Carry-on food and drinks.
 - ⑧ The action prohibited by other Laws.
 - ⑨ The use by those concerned of antisocial group such as an organized group of gangster.
8. Non-smoking
Our conference room is non-smoking area from the point of view of passive smoking prevention by the Health Promoting Method.
Please smoke in the smoking room on the first floor and second floor.
9. Cancellation
We may cancel your reservation in case the person who reserves a conference or a banquet(host) and attendances break above rules 1~8 or could have possibility of it. In that case we ask you to pay for the corresponding of 4. Cancellation fee.