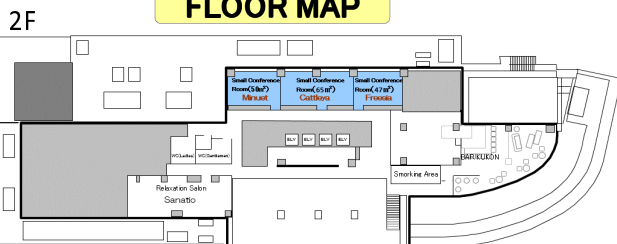


Conference Room Tariff

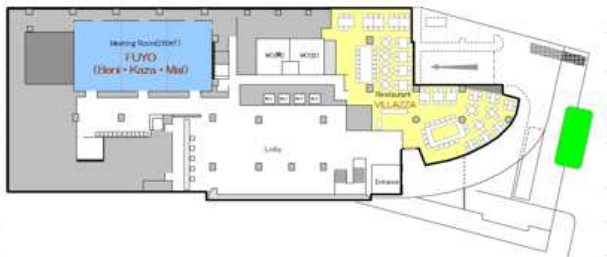
Room Name	Discription						Room Charge				Free Equipment
	Floor	Area (m ²)	Capacity of people (Max)			Conference			All day 9:00~21:00		
			Classroom square	Island style	banquet	Basic Charge	Extension Charge/hour	Untill 17:00 After 17:00			
										3 Seats /table	
Main Conference Room (1st floor)						3 Hour System					
Fuyo (All Rooms)	1F	260	182 80	117 52	6×18	180 90	¥210,000 ¥283,500	¥63,000 ¥94,500	¥840,000	Microphone×6, Podium×2, Portable Stage×3	
Fuyo (2/3) Beni-Kaze Mai-Kaze	1F	173	112 58	70 36	6×12	120 60	¥141,750 ¥198,450	¥44,100 ¥66,150	¥567,000	Microphone×4, Podium×2, Portable Stage×2	
Fuyo (1/3) Beni/Kaze/ Mai	1F	87	58 40	30 24	6×6	50 30	¥73,500 ¥103,950	¥23,100 ¥34,650	¥294,000	Microphone×2, Podium×1, Portable Stage×1	
Breakout Rooms (2nd floor)						2 Hour System					
Cattleya	2F	65	35 30	18 18	6×5	25 20	¥38,325	¥15,750	¥157,500	Microphone×2 Whiteboard / Screen	
Minuet	2F	50	24 22	16 12	6×4	—	¥31,500	¥10,500	¥126,000	Whiteboard / Screen	
Freesia	2F	47	24 18	16 12	6×4	—	¥31,500	¥10,500	¥126,000	Whiteboard / Screen	

Lunch Box (min 15 boxes)	¥1,500~	Portable Stage(1200×2400mm)	¥3,000	Podium (medium)	¥5,000
Compartment Bento boxes (min 10 boxes)	¥3,500~	LCD Projector (6000lm)	¥27,000	Podium (small)	¥3,000
Cake Set (with coffee)	¥1,000	Projector Table	¥2,000	Hanging Sign Board(600×3600mm)	¥25,000~
Sandwich Box	¥1,400	Stand Screen (120inch)	¥8,000	Ceremony Order on the Paper(900×1800mm)	¥15,000~
Refreshment Set (serves 10)	¥6,000	Stand Screen (100inch)	¥6,000	Ceremony Order on the Panel(900×1800mm)	¥40,000~
Coffee/Tea (per cup)	¥550	Whiteboard (900×1800mm)	¥3,500	Main Table Flower Arrangement	¥20,000~
Self-Coffee Pot (serves 10)	¥6,000	Whiteboard (900×1200mm)	¥2,500	Table Flower Arrangement	¥5,000~
Soft Drink(per glass)	¥550	Flip Chart	¥6,000	Vase Flower Arrangement	¥10,000~
Mineral Water(500ml Pet)	¥200	Laser Pointer	¥3,000	Flower Bouquet	¥5,000~
Green Tea(500ml Pet)	¥200	Hand Microphone (wired/wireless)	¥1,000	Sound & Light Operator	¥15,000~
Hot Green Tea(cup)	¥100	Pin Microphone	¥3,000	Meeting Recording(with CD)	¥4,000~
Beer (bottle/500ml)	¥900	DVD Player	¥15,000	Receptionist(120min)	¥18,000~
Japanese Sake(bottle/300ml)	¥1,500	Distributor/Switcher(VGA)	¥3,000	Copy (Black and White per copy)	¥20
Wine(bottle/750ml)	¥4,500	Distributor/Switcher(HDMI)	¥4,000	Copy (Color per copy)	¥50
Whiskey (bottle/720ml)	¥9,000	VGA cable(D-sub15 pins)	¥1,000		
Shochu (bottle/720ml)	¥4,500	HDMI cable(15m)	¥1,500		

FLOOR MAP



2F



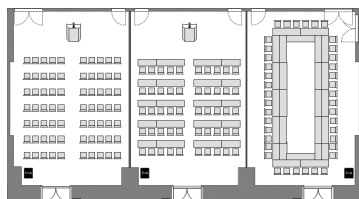
LAYOUT



Minuet Classroom 24seats/Cattleya Square24seats



Fuyo (All) Classroom 182seats



Fuyo (1/3) Theater 84seats/Classroom 50seats/Square 40seats



- **Tax and service charge(10%) will be added above the tariff.**
- A prior reservation is needed for using conference rooms. 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.
- Food items need to be ordered 2 weeks before and equipment need to be ordered a week before by the reason of preparations.
- We ask you to use conference rooms from 9am to 21pm including setting and cleaning up in case of all day use reservation.
- Food for the banquet party will be provided either from an Italian restaurant at our hotel or selected catering companies. Banquet plan is available from ¥8,000 per person ※ Please check more details on the Banquet Party Plan information flyer.

Conference Room Terms of Use

Please note beforehand that HOTEL SANROUTE PLAZA SHINJUKU has established the following Terms of Use for 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, 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 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	20% of Conference Room Charge	20% of party × Banquet Plan
From 29 to 14 days prior to your event	40% of Conference Room Charge	40% of party × Banquet Plan
From 13 to 7 days prior to your event	60% of Conference Room Charge	60% of Party × Banquet Plan
From 6 days to the day before your event	80% of the Total Estimate	80% of Total Estimate
On the Day of your event	100% of the Total Estimate	100% of the Total 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 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 be 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 if passive smoking prevention by the Health Promoting Method. Please smoke in the smoking room on the second floor

9: Cancellation

We may cancel your reservation in case of 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.