## **Imperial Hotel Serviced Apartments**

- 1. Kindly comply with the following terms appertaining to these serviced apartments.
- 2. The apartments are provided for accommodation purposes under the Travel Business Act. Even for a prolonged stay, there are no lease rights, lease house law rights, or other legal rights related to the term of occupancy.
- 3. Apartments are available only to those who have been duly registered as occupier(s) of a serviced apartment. Kindly refrain from lending rooms to third parties. The apartment card key will be issued to registered persons only. Please meet your visitors who arrive between the hours 10:00 p.m. to 8:00 a.m. in the hotel lobby.
- 4. We will require a scan of the occupier's ID for registration purposes at check-in.
- 5. All serviced apartments are strictly non-smoking, this requirement also includes the use of heated and electronic cigarettes. Smoking and butt dumping are prohibited throughout these facilities. Should you wish to smoke, there are on-site smoking areas available.
- 6. Please refrain from using any naked flame, candles, etc. for heating or cooking and any high-voltage electrical appliances with multi cable wiring. The voltage at the property is 100V 1,500W for rooms and bathrooms.
- 7. A minimum stay is recognized as 5 nights. For 5 night- stays, there is no refund if you check out before the fifth night.
- 8. The monthly fee applies to 30 nights. There is no refund if you check out early during the monthly rate period. In addition, if you stay for 30 nights or more, you will be charged an application fee (the amount of one month's accommodation as security money). This application fee will be refunded at the time of check-out after deducting for any remaining usage fee of this facility and for any damage caused to this facility.
- 9. Please note that the total amount of the room charge, subscription fee (and application fee for stays of 30 nights or more) will be charged at check-in.
- 10. If you charge to your bill for the use of any hotel services or facilities, please make sure payments are made on a weekly basis.
- 11. Your room will be cleaned during your absence three times a week between 09:00 and 16:00 on days designated by the management. Any change of linen on non-cleaning days will incur an extra charge.
- 12. Amenity goods (shampoo, body lotion, mineral water, etc.) will be provided free of charge on the day of arrival only.
- 13. Please use the safety deposit box in your room for the storage of valuables at your own risk.

- 14. Storage of luggage is limited to 2 pieces with a total volume of no more than 160 cm. We cannot store in excess of this, nor any item that could be a source of danger or unpleasant odors.
- 15. Please note that if we are requested to receive delivered parcels or boxed items on your behalf, we will not accept liability for any loss or damage to such items however caused.
- 16. If you plan to be away from your serviced apartment for more than 3 days during the period of occupancy, be sure to inform us in advance.
- 17. Periodic safety inspections are carried out by hotel staff for both management and facility maintenance purposes. Therefore, even if you have displayed the "Privacy Please" notice, we will contact your room by phone as appropriate. If there is no answer, and we deem it necessary, staff may enter your room.
- 18. Should you wish to use the parking lot, please inform us of your car registration number in advance.

Regular floor guests are offered a special rate:

2,000 yen / 1 night (including consumption tax) is charged for additional nights.

Complimentary car parking for one car per room is available for guests staying on the high floors and penthouse floors. Complimentary car parking for two cars per room is available for guests occupying suites, regardless of the floor.

There is a parking charge for visitors' cars or for any other vehicles.

- 19. In public spaces (hotel corridors, community rooms), kindly refrain from wearing revealing in-room attire, such as shorts, pajamas, bathrobes, slippers and sandals.
- 20. Although we will provide various services associated with your stay, please note that we cannot provide medical or welfare-related services.
- 21. If you wish to change your departure date or extend your stay, inform us as soon as possible. Please note that if you wish to extend your stay, you may have to move to another room, or depending on availability, we may be unable to accept your extended stay request.

For further information, please check the Serviced Apartment Terms and Conditions and rules of usage on our website.

July 10, 2023