

## BANQUET TERMS & CONDITIONS

NAGOYA MARRIOTT ASSOCIA HOTEL is delighted to assist you in organizing your banqueting event. In order to make sure that it will be a success, we ask you to read the following overview of some important information and house policies.

### 1. ROOM HIRE

Banquet rooms must be made reservation by the organizing body/company and organizer responsible for commissioning of and payment for the event.

Room charges are calculated out by the reserved hours. However, additional charges are required, if the time actually taken for the event is extended.

### 2. USE OF BANQUET ROOMS

As a rule the banqueting rooms can be rented until 22.00 hours(10:00p.m.) at the latest.

No decoration or advertising material may be fixed to the walls or the ceiling directly. Furthermore, the use as such is entirely restricted to the room rented. No welcome tables, advertising material, etc. are allowed outside the banqueting rooms; only the signboards and welcome tables provided by the hotel may be used. The hotel entrance, reception area, the lobby and the restaurants are not available for private functions.

### 3. NUMBER OF PARTICIPANTS

NAGOYA MARRIOTT ASSOCIA HOTEL must be guaranteed the definite number of participants not later than 2(two) work days prior to the function. If the number of persons turns out to be lower, the invoice will be based on the guaranteed number; if it is turns out to be higher, the invoice will be based on the number actually confirmed.

Any additional cost involved will be charged to the organizer's account.

### 4. DEPOSITS AND PAYMENT TERMS

A deposit is required to confirm your event date and time. A deposit is calculated out in applicable percent of the total estimated charges, and is required to be paid 50% of the total estimated charges 1(one) months prior to the event.

No dates and times can be confirmed without a deposit, and the deposit is non-refundable in the event of cancellation.

The rest of the estimated charges are required 7 days prior to your event at least.

All payment should be made by cash , credit card or bank transfer.

If the additional charge occurs, the payment must be completed before leaving the hotel.

NAGOYA MARRIOTT ASSOCIA HOTEL does not accept overseas billing.

### 5. CANCELLATION by the client

In the event of a full or partial cancellation of a confirmed and guaranteed booking by the customer or the travel agent we reserve the right to levy cancellation charges based on the date written confirmation of cancellation was received by the hotel in accordance to the following table.

The cancellation charge is expressed in percent of the total estimated charges.

Days to event	0	1-9	10-19	20-59	60-
Cancellation charge	100%	80%	50%	30%	10%

### 6. CANCELLATION by the hotel

NAGOYA MARRIOTT ASSOCIA HOTEL may cancel the booking;

(a) If the booking might, in the opinion of the Hotel, prejudice the reputation of the Hotel.

(b) If the event itself or any of attendees might, in accordance of law in Japan, be illegitimate.

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(c) If the Hotel becomes aware of any alteration in the organizer's financial situation.

In the event the booking is canceled by the Hotel for any reason above, Hotel owes no liability to any damage that the client suffers.

### 7. SUPPLIER

No exhibits, decorations, audio-visual equipments and other rentals and services may be brought into banquet space without the Hotel's permission in advance.

### 8. LIABILITY

The organizer is liable for any losses or damage caused by itself, its staff or the participants of the function. The liability of NAGOYA MARRIOTT ASSOCIA HOTEL is restricted to the legal requirements.

### 9. GENERAL

(a) No beverages or foods brought into the Hotel may be consumed in banqueting rooms.

(b) No animals but assistance dog should be brought into the Hotel.

(c) No materials which would be illegal, flammable, explosive or unlikable for the public should be brought into the Hotel.

(d) The event may not make loud noises.

(e) NAGOYA MARRIOTT ASSOCIA HOTEL will not be liable for any failure to provide or delay in providing facilities, services, food or beverages as a result of events or matters outside its control.

(f) Should any of the participants of the function be unable to correct any aspect of poor behavior or activities unacceptable to NAGOYA MARRIOTT ASSOCIA HOTEL, the Hotel reserves the right to terminate the event. Should this occur, no monies will be refunded to the organizer. The Manager's decision is final.

### 10. AGREEMENT

For the purpose of preventing misunderstandings between the client and the Hotel, the parties may, if a party requires, make a document of entire agreement that party's authorized representative to sign.