

Banquet and Event Regulations

Please be advised that PREMIER HOTEL-TSUBAKI-SAPPORO (hereinafter referred to as "The Hotel") has established the following terms and conditions regarding the use of its banquet spaces for banquets and events (hereinafter referred to as "The Banquet"). However, if you make a separate agreement with The Hotel in another contract, please follow the terms of that agreement.

1. Banquet time and Additional room charge

The usage time of the banquet spaces shall be the time agreed upon between The Hotel and the guest in advance, and the guest is required to perform everything from set-up to take-down within this timeframe. If the usage time is exceeded, an additional room charge will be applied. In addition, if the total preparation time and release time before and after the banquet exceeds one hour, an additional room charge will be charged according to the excess time. (However, the hotel may not be able to extend the usage time due to other reservations.)

2. Guaranteed participants

The final number of people for whom food and beverages will be prepared (hereinafter referred to as "Guaranteed Participants") must be confirmed with The Hotel staff by noon 2 days before The Banquet date. After that time, all arrangements have already been made, so even if the number of guests decreases, the amount for the Guaranteed Participants will be charged.

3. Deposit

A reservation deposit may be required when making a reservation for a banquet or other event. The Hotel will determine the amount of this deposit based on the total estimated banquet cost. The reservation deposit will be settled upon the conclusion of the banquet.

4. Payment

The Hotel may require payment of the quoted price in cash or by bank transfer 7 days prior to the date of The Banquet or by the date stipulated in the contract.

5. Cancellation fee

In the event of a cancellation of a reservation for The Banquet, or in the event of a change in the date of the reservation, the following cancellation fees will be charged in addition to the actual expenses incurred up to that point.

Cancellation Timeline	Cancellation Fee
89 to 60 days prior	50% of the banquet hall fee
59 to 30 days prior	100% of the banquet hall fee
29 to 15 days prior	100% of the banquet hall fee + 30% of estimated food and beverage expenses
14 to 7 days prior	100% of the banquet hall fee + 50% of estimated food and beverage, other expenses
6 to 2 days prior	100% of the banquet hall fee + 80% of estimated food and beverage, other expenses
1 day prior (or same day)	100% of the banquet hall fee + 100% of estimated food and beverage, other expenses

※Tax and service charge not included

Please note that for any items that The Hotel has already ordered from external suppliers based on the said contract, the full amount will be charged regardless of the cancellation date.

6. Arrangement of Decorations, Entertainments, others

The Hotel will make arrangements with a designated contractor for decorations, sound, lighting, entertainment, and others related to The Banquet. If the guests wish to make arrangements other than those listed above, please obtain prior approval from The Hotel in order to ensure the smooth operation of The Banquet. When the installation and removal of equipment and materials for decorations, entertainment, and others is arranged by contractors directly commissioned by the guests with The Hotel's approval, the guests are requested to ensure these contractors follow The Hotel's instructions in order to preserve The Hotel's facilities and to coordinate with other guests.

7. Instructions to directly entrusted parties

With The Hotel's consent, The Hotel may give instructions to parties directly entrusted by guests regarding the delivery and removal of decorations and event equipment related to banquets and other events, the size, installation method, and location of signs, etc., in accordance with The Hotel's regulations.

8. Compensation of Damages

In The Banquet guests (including all parties on the guest's side) or an outside contractor directly commissioned by the client causes damage or other loss to The Hotel's facilities, fixtures and equipment, the guest shall be responsible for compensation for the damage.

9. Luggage and Personal Belongings

① Please leave your luggage and personal belongings in the cloakroom. Please keep your valuables safe. Please note that The Hotel cannot be held responsible for any loss or damage outside of the cloakroom, unless the loss or damage is attributable to The Hotel.

② If your luggage arrives at The Hotel in advance, The Hotel will take responsibility for storing it and return it to you on the day, but this will only be possible if The Hotel receive approval from The Hotel prior to your arrival.

③ If you would like to send your luggage to The Hotel, please contact a The Hotel staff member in advance and be sure to write down the date you would like the luggage to be used, the name of the banquet, and the name of the person who made the reservation (company name).

10. Cancellation from The Hotel

In the following cases, The Hotel will refuse the application for The Banquet even if The Hotel discovers such facts after the reservation or during The Banquet.

(1) If the guest attending The Banquet commits, or is deemed by The Hotel to have committed, an act that is or may be offensive to the law or to public order and morals, or the guest attending The Banquet uses The Hotel's facilities in a manner that disturbs other guests or is deemed by The Hotel to be likely to do so.

(2) If the guest attending The Banquet is a member of a crime syndicate, a company or group affiliated with a crime syndicate, a radical action group, or any other antisocial force (hereinafter referred to as "Crime Syndicate")

(3) When the banquet hall cannot be used due to facility malfunction or sudden construction work.

(4) If the Hotel determines that it is difficult to ensure safety when using the venue due to natural disasters, epidemics, etc.

(5) When there are special instructions from relevant government agencies.

(6) If the guest does not comply with these terms and conditions or The Hotel's rules and regulations.

11. Prohibited items

Please refrain from the following activities:

① Dogs (except service dogs), cats, birds, other pets, or domestic animals.

② Ignitable or flammable items or hazardous materials.

③ Bringing in items that emit a strong odor.

④ Bringing in food and beverages (except agreed by The Hotel).

⑤ Acts that offend the law or public order and morals, or words or deeds that disturb other guests, including Gambling.

⑥ Moving of furnishings.

⑦ Use of the space for purposes other than those agreed upon with The Hotel at the time of reservation.

⑧ Any other activities prohibited by law.