

REGULATIONS

In order to maintain the generality and reliability of the Shinjuku New City Hotel, guests of the hotel are requested to observe the following rules in accordance with the "Provisions Governing Accommodation Agreements, Article 11 "The hotel reserves the right, in accordance with Article 11" The hotel reserves the right, in accordance with Article 12 of the Agreement, to terminate a guest's stay at the hotel in the event that any of following rules are violated;

- 1 . The use of any electrical appliances (such as hot plates, irons for heating and/or cooking), other than those provided for by the hotel, is not permitted.
- 2 . Smoking in bed, or other places where fires are apt to occur, is not permitted.
- 3 . The following articles may not be brought into the hotel.
 - (a) Animals, birds, etc.
 - (b) Explosive and inflammable items, such as powder, gasoline, etc.
 - (c) Articles with offensive odors.
 - (d) Illegally owned guns and swords.
 - (e) Hems of great quantity.
- 4 . Creating a disturbance, which annoys other guests, and gambling in hotel are not permitted.
- 5 . Not to give annoyance to the others by making a great noise or disgusting behaviors.
- 6 . Use of guest room for purposes other than lodging is not permitted.
- 7 . Meeting with visitors is not permitted in guest room.
- 8 . The lobby, and/or the guest room, are not to be used as showrooms or as conference room.
- 9 . Pajamas and slippers are provided for use in your room, but we suggest that in the hallways, restaurant and lobby; you wear your own clothes.
10. Distributing advertising materials to other guests in the hotel is not permitted.
11. We are sorry but this hotel dose not provides room service for drinks or food.
12. Ordering meals and drinks, which must be delivered from, outside the hotel is not permitted.
13. Unclaimed guest belongings will be held at the following facilities for the time indicated:
 - (a) Front desk or cloak room for 7 days
 - (b) Laundry 3 months
 - (c) Lost and Found 3 months
14. Rules regarding equipment and fixtures on the Premises.
 - (a) Refrain from using equipment and fixtures for purposes other than intended.
 - (b) Please do not take equipment or fixtures out of the hotel.
 - (c) Removal or work on equipment or fixtures is prohibited.
15. Not to hang up such items at the windows which will spoil the outside view of this hotel.
16. The management reserves the right to hold guest responsible for damages, contamination or loss caused to any part of the building, its furniture or fixtures.
17. Not to leave your property in the hallway or the lobby.
18. The Hotel will not make payment on behalf of guest for such expenses as shopping charges, tickets, taxi fares, postage or porter charges.
19. The Hotel or facilities there of are not permitted to cash or accept personal checks.

If you have any question about your payment, please do not hesitate to contact the front office clerk.