

Banquet and Event Terms and Conditions

Please note that Hotel Nikko Osaka (hereinafter referred to as the "Hotel") has established the following Terms and Conditions regarding the use of the banquet halls for banquets and events.

1. Scope of Application

Contracts concluded between you and the Hotel for the use of a banquet hall for a banquet or an event (hereinafter collectively referred to as "Banquet, Etc.," and such contract as "Banquet, Etc. Contract") shall be governed by the provisions of these Terms and Conditions. Matters not provided for in these Terms and Conditions will be determined in accordance with laws and regulations or generally established customs.

2. Application for Contract

When applying for a Banquet, Etc. Contract to the Hotel, please complete the following:

a. Fill out the application form prepared by the Hotel with the following information:

(i) Name of the Banquet, Etc. host; (ii) Time and date of the Banquet, Etc.; (iii) Contents of the Banquet, Etc.; and (iv) other matters recognized necessary by the Hotel; and

b. Confirm and agree to these Terms and Conditions.

3. Establishment of Banquet, Etc. Contract

A Banquet, Etc. Contract will be established when the Hotel accepts your application and you agree to these Terms and Conditions.

4. Advance Payment

If a Banquet, Etc. Contract is established, the estimated amount for the Banquet, Etc. must be paid in advance by cash, credit card, or bank transfer by the date designated by the Hotel.

Please note that if you fail to make the advance payment by the date designated by the Hotel, you will be deemed to have withdrawn your application and will not be able to use the hall. In such case, you will be charged a cancellation fee calculated according to the date when the application is cancelled, as shown in 5. below. If any additional estimated charge arises after the advance payment is made, please pay the additional amount by the day following the date when such charge is added. If any additional charge arises on the day of the Banquet, Etc., please pay the additional amount when the Banquet, Etc. ends.

5. Cancellation by You

Please note that if you cancel all or part of your Banquet, Etc. Contract or you change the date of the Banquet, Etc. due to circumstances on your part, you will be charged as follows.

a.	From 120 days to 91 days prior to the date of the Banquet, Etc.	Cancellation fee: Actual expenses for arrangements already made Change fee: Actual expenses for arrangements already made
b.	From 90 days to 61 days prior to the date of the Banquet, Etc.	Cancellation fee: 50% of 3 hours' meeting fee for the planned hall + actual expenses for arrangements Change fee: Actual expenses for arrangements already made
c.	From 60 days to 31 days prior to the date of the Banquet, Etc.	Cancellation fee: 100% of 3 hours' meeting fee for the planned hall + actual expenses for arrangements Change fee: Actual expenses for arrangements already made
d.	From 30 days to 11 days prior to the date of the Banquet, Etc.	Cancellation fee: 60% of the estimated amount + actual expenses for arrangements Change fee: 30% of 3 hours' meeting fee for the planned hall + actual expenses for arrangements
e.	From 10 days to 2 days prior to the date of the Banquet, Etc.	Cancellation fee: 80% of the estimated amount + actual expenses for arrangements Change fee: 100% of 3 hours' meeting fee for the planned hall + actual expenses for arrangements
f.	The day before or the day of the Banquet, Etc.	Cancellation fee: 100% of the estimated amount Change fee: 100% of the estimated amount

6. Reduction in Estimated Amount with Number of Participants Reduced or Contents Changed

If the contract amount or estimated amount is reduced when the number of attendees is reduced or the contents are changed, you will be charged as follows. This applies to reservations for Banquet, Etc. with 80 or more attendees. The hall may be changed to one suitable for the number of attendees after the reduction. Thank you for your understanding.

a.	From 120 days to 91 days prior to the date of the Banquet, Etc.	If 50% or more is reduced from the most recent estimated amount due to a reduction Cancellation fee: Actual expenses for arrangements already made Change: To a hall suitable for the number of attendees after the reduction
b.	From 90 days to 61 days prior to the date of the Banquet, Etc.	If 40% or more is reduced from the most recent estimated amount due to a reduction Cancellation fee: 25% of the reduced amount
c.	From 60 days to 31 days prior to the date of the Banquet, Etc.	If 30% or more is reduced from the most recent estimated amount due to a reduction Cancellation fee: 50% of the reduced amount
d.	From 30 days to 11 days prior to the date of the Banquet, Etc.	If 20% or more is reduced from the most recent estimated amount due to a reduction Cancellation fee: 80% of the reduced amount

7. Change to Number of Dishes

For the final change to the number of dishes for 11 or more persons, please contact our person in charge by 10 days prior to the Banquet, Etc., and for that for 10 or fewer persons, by noon on two days prior to the Banquet, Etc. After such date, we will charge the fee for the number of attendees determined two days prior to the Banquet, Etc. if the number of attendees decreases from the planned number on the day of the Banquet, Etc., since all arrangements will have been completed.

8. Arrangements for Setup, Decorations, Entertainment, Etc.

For setup, decorations, floral arrangements, acoustics, lighting, videos, entertainment, party favors, and other services related to the Banquet, Etc., please use the Hotel's designated contractors.

If you wish to use a company other than the Hotel's designated contractors for your reasons, please obtain the Hotel's approval in advance to ensure the smooth operation of the Banquet, Etc. For carrying in/out and installation method/place of the setup, decorations, floral arrangements, acoustics, lighting, videos, entertainment, party favors, and other equipment and materials by a company directly contracted by you, please follow the rules established by the Hotel with consideration for appearance, safety, and traffic flow.

9. Compensation for Damages

If you, a company directly contracted by you, or any other related person should damage the facilities, fixtures, or equipment of the Hotel, you will be requested to repair it promptly or pay the repair cost.

10. Prohibitions

The following conduct is prohibited. Thank you for your understanding.

- a. Bringing in dogs, cats, small birds, livestock, insects, or any other animals, excluding dogs for caregiving purposes, such as seeing-eye dogs and service dogs.
- b. Bringing in dangerous items such as ignitable or inflammable items, toxic gases, or disease-causing agents or other substances that may have serious effects on the human body.
- c. Bringing in items that emit foul or unusual odors.
- d. Producing noise or vibrations (such as those of drums) that may disturb the guests in other banquet halls.
- e. Engaging in conduct contrary to laws and regulations or public order and morals.
- f. Using the hall for purposes other than those stated at the time of reservation.
- g. Moving equipment of the Hotel.
- h. Bringing in food or beverages.
- i. Engaging in other conduct prohibited by law.

11. Cancellation of Banquet, Etc. Contract by Hotel

The Hotel will decline your application for the Banquet, Etc. or cancel the already concluded Banquet, Etc. Contract in the following cases. Please note that in such cases we will not pay compensation for any damages or other costs. The application fee and advance payment will be refunded with the actual expenses for already arranged services deducted.

- a. If the Hotel determines that you or any attendee at the Banquet, Etc. may engage or have engaged in conduct contrary to laws and regulations or public order and morals, or may otherwise disturb other customers.
- b. If the Hotel is asked to bear an unreasonable burden in association with the Banquet, Etc.
- c. If you violate or are likely to violate the terms provided in any of the sections 1. to 10. above.
- d. If it is clearly recognized that you or any attendee at the Banquet, Etc. has an infectious disease that may seriously affect the life and health of other customers.
- e. If it is impossible to use the banquet hall or highly likely that the Banquet, Etc. cannot be held due to a natural disaster, fire, riot, order from a public agency, or other unavoidable circumstances.
- f. If the Hotel determines that you or any attendee at the Banquet, Etc. (including the host, their staff members, or other people involved) is a person who falls under any of the following:
 - (1) An organized crime group, a member or associate of an organized crime group, or any other antisocial force (hereinafter collectively referred to as "Organized Crime Group, Etc.");
 - (2) A corporation or any other group whose business activities are controlled by Organized Crime Group, Etc.; or
 - (3) A corporation that has a director who is a member of Organized Crime Group, Etc.
- g. If it is recognized that you or any attendee at the Banquet, Etc. does or is likely to engage in customer harassment, the Hotel may, on determining that it does or is likely to obstruct the progress of the Banquet, Etc. or the smooth provision of customer services, refuse to provide services to the relevant attendee(s) and ask them to leave the Hotel.

12. Response to Food Allergies

The kitchens of our banquet halls handle food and ingredients listed as 8 Core Allergens, which are wheat, eggs, milk, walnuts, shrimp, crab, buckwheat, and peanuts, and use the same kitchen tools and cooking oil in the preparation of meals. Therefore, the Hotel is unable to provide food guaranteed to be completely free of allergens. Thank you for your understanding.

For any inquiries or requests for menus related to food allergies, please contact our person in charge by seven days prior to the Banquet, Etc. We kindly request that the allergy check sheet be filled out in advance as needed. For details of our response to food allergies, please refer to Our Hotel's Food Allergy Policy. <https://www.hno.co.jp/english/policy/food-allergy.html>

Please note that we may not be able to accommodate allergy requests made on the day of the Banquet, Etc. due to ingredient availability and other related circumstances. We appreciate your understanding in advance.

13. Handling of Personal Information

Personal information of you and attendees at the Banquet, Etc. may be used to provide or confirm information related to the Banquet, Etc., as well as for services provided by the Hotel's designated contractors, such as beauty treatments, dressing, photography, invitations, and party favors for the Banquet, Etc. For other information related to the handling of personal information by the Hotel, please refer to our Policy on Protection of Personal data. <https://www.hno.co.jp/english/other/privacy.html>