

House Regulations

Every guest is kindly requested to observe the following regulations established by the Hotel Nikko Fukuoka to ensure that guests have a safe and pleasant stay in accordance with Article 10 of the Terms and Conditions for Accommodation Contracts. If a guest is in breach of these regulations, the Hotel may choose not to permit further use by the guest of the guest's room and other facilities of the Hotel.

1. Guest room

- (1) Please be sure to check the location of emergency routes and exits as posted on the inside of your guest room door.
- (2) Please note that guests who are not registered are not allowed to stay at the Hotel.

2. Key card

- (3) Please be sure to return your card key to the front desk when you check out. If the card key is not returned because of loss or some other reason, the guest is requested to pay the actual cost of the card key.
- (4) Please show your card key or card key holder and tell your name and room number when signing any bills at the restaurants, bars, etc. in the Hotel.

3. Visitors

- (5) Please refrain from holding meetings with your visitors in your room.
- (6) Please make sure the door is locked when leaving your room. Please be sure to use the manual lock and door latch while in your room, especially before you go to sleep. Please identify any visitor through the observation port or by partially opening the door while keeping the door latch engaged. Should you see any suspicious persons, please contact "Front Desk (Dial 2)."

4. Guest room rules

- (7) Please refrain from smoking outside your guest room or the designated smoking areas.
- (8) Please refrain from using any flammable appliances such as heaters and cooking appliances in the Hotel. Please refrain from any other acts which may cause a fire.
- (9) Please refrain from using the guest rooms for other purposes such as business, office, and parties than accommodation without permission.
- (10) Please do not alter any equipment or fixtures of the Hotel without permission by rearranging them or using them for purposes other than those intended.
- (11) The guest may be charged for any damages, loss, or contamination to the Hotel's building, furniture, equipment and other fixtures caused by the actions of the guest other than force majeure.
- (12) Please do not place any items or objects at the windows of your room that will cause disfigurement.

5. Valuables, lost items, and belongings left in the care of the Hotel

- (13) Please place cash, jewelry and other valuables in the complimentary safety deposit box located at the front desk. The Hotel shall not be liable for the loss or theft of valuables left elsewhere. In regard to the safety deposit box in guest rooms, its use is at the guest's responsibility.
- (14) Articles in temporary hotel custody at facilities such as the front desk, cloakroom, and laundry will be kept for one month unless otherwise requested.
- (15) The Hotel shall deal with lost and found articles in accordance with the applicable Act.

6. Parking rules

- (16) Please observe the following regulations for use of the car park.
 - 1) Please follow the guide and instructions by the valet on the premises of the Hotel.
 - 2) Please do not leave valuables and other goods in the vehicle while parked. The Hotel shall not be liable for the loss or theft of articles left in the vehicle.
 - 3) The valet does not offer the service of moving the vehicle on behalf of the guest.
 - 4) Please observe the posted other regulations for use of the car park.
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7. Payment

(17) Please settle your bills at the front desk either in cash or by other payment methods accepted by the Hotel, including select traveler's cheques, coupons, credit cards, electronic and mobile payment methods. Please note that cheques other than traveler's cheques will not be accepted.

(18) Guests may be required to pay a deposit by the Hotel when checking in.

(19) In the case when the period of stay or the number of guests changes, please notify the front desk in advance. An extension of stay will be accepted upon receipt of the payment for the past due accounts.

(20) Please settle your bills whenever requested by the front desk during your stay. If there is no payment made upon the request of the Hotel, the Hotel may ask the guest to vacate the room.

(21) A utility usage charge shall be added to all outgoing calls and faxes made from your room.

(22) The Hotel will not make any payments on behalf of guests for the goods purchased at the shops of the shopping arcade which are not run by the Hotel or anywhere outside the Hotel.

(23) A 10% service charge shall be added to your bill in addition to applicable taxes. The guest is cordially requested not to give tips to employees of the Hotel.

8. Behaviors and items which may disturb other guests

(24) Please do not bring on to the premises of the Hotel any of the following:

1) Pets and animals of any kind;

Notwithstanding the regulation above, being accompanied by Guide Dogs, Hearing Dogs, and Service Dogs provided in the Law Concerning Assistant Dogs for the Physically Impaired is possible. However, in the case where being accompanied by these assistant dogs is deemed liable to cause significant annoyance to the Hotel facilities and/or guests using the facilities, the Hotel may refuse access of the dogs.

2) Objects emitting obnoxious or unusual odor or any other harmful substance;

3) Objects in unusually large quantities;

4) Gunpowder, benzene, or other flammable or ignitable objects;

5) Unregistered firearms, swords, drugs, or other articles, the possession of which is prohibited by the Laws of Japan; and

6) Any other objects which are deemed to endanger the safety of other guests.

(25) Gambling or other acts which violate good morals or public peace are strictly prohibited.

(26) Please do not behave in an offensive manner or give annoyance to other guests by acts such as shouting, singing loudly and making noises.

(27) Please do not give annoyance and disquiet to other guests or the Hotel by losing control of yourself with diminished capacity, drugs, intoxication and suchlike.

(28) The Hotel shall refuse the guest to use the room or facilities upon deeming the guest to have committed violence, threat, blackmail, intimidating undue claim, or any other similar acts against the Hotel. The Hotel applies the same policy to the guest who has exhibited such behavior in the past.

(29) Please refrain from entering areas where guests are not permitted without the Hotel's authorization and do not press for the entry to such private areas.

(30) Please do not order or bring foods and drinks from outside of the Hotel without permission.

(31) Please do not distribute or post advertisement leaflets or sell commodities on the premises of the Hotel without permission.

(32) Please do not leave personal belongings in the passageways or lobby or similar such areas of the Hotel.

(33) Kindly refrain from going out of your room in night ware or slippers.

(34) Please note that unauthorized publication for business purposes of photographs taken on the premises of the Hotel may be subject to legal action.
