

To. Gonpachi Nishi-azabu, Reception

TEL:03 - 5771 - 0170

FAX:03 - 5771 - 0160

Party Agreement

Date: , , (m/d/y)

Reservation Date : , , (m/d/y) Reservation Time : : PM/AM ~ : PM/AM

Reservation Name	Ms./Mr.			TEL	
Group/Tour Name				FAX	
Nationality	Party Size	Adult: P	Child: P	Number of Conductor	_____ person/s · none
Tour guide Contact Number : Name: Ms./Mr.				TEL :	

Food Menu	<input type="checkbox"/> Course (course name: / Yen)	Drink	<input type="checkbox"/> Free refills (2,500yen for 2 hours)
	<input type="checkbox"/> A la Carte		<input type="checkbox"/> A la Carte
Diet Restrictions	<input type="checkbox"/> Allergy	P	Specifically ,,, (ex : EGG)
	<input type="checkbox"/> Vegetarian	P	Specifically ,,, (ex : OVO/OVO-LACTO/VEGAN)
	<input type="checkbox"/> Religious Restrictions	P	Specifically ,,,
	<input type="checkbox"/> Other Reason	P	Specifically ,,,

Please state anything you would like to request prior to the party

(ex: As in us knife & fork, water, etc.)

Other special requests (ex: about your table)

Please refer to the other document for notification.

Signature

Signature of Gonpachi

To: GLOBAL-DINING, INC.

Terms of Rental of Venue for Party

1. Establishment of Reservation

We will recognize your venue reservation after you have signed the application form and have made a full payment of the deposit at the given rate. This deposit will apply to a part of your payment for the rental of venue and the charge for cancellation in the case that you request a cancellation of your reservation. Please understand that no part of the deposit will be returned to you, even if you cancel the reservation for such reasons as cancelling the party.

2. Notice of the Number of Attendees

Please inform us of the number of attendees (hereinafter referred to as “Paid Number of Attendees”), 7 days prior to the date of an event, such as a party. All of the arrangements and preparations will be made immediately after you inform us. These arrangements and preparations will be finished by the day of the event, such as a party. Thus, the venue rental fee for the Paid Number of Attendees must be paid even if the actual number of attendees is smaller than the Paid Number of Attendees. In the event that the number of actual attendees is larger than the Paid Number of Attendees, the rate for the venue rental fee will be provided separately.

3. Time for Party and Overdue Fee

The time for your party will be within the time frame specified in the application form. If you ask for an extension of time, the extension will be approved as long as no other reservation has been made for the same time and the following extra fee is paid:

JPY _____ per () minutes x number of attendees

4. Payment of Rental Fee

The payment of the balance of the estimated venue rental fee (i.e. amount of the venue rental fee minus the paid amount of the deposit) must be made by bank transfer by one or two bank business day before the event date or by credit card or cash on the event day.

5. Cancellation Policy (Charge for Cancellation)

When you request a cancellation for your reservation, you must pay the following

cancellation charge:

1. More than 90 days before the event date: full amount of the deposit
2. 89 to 50 days before the event date: the equivalent of 20% of the party expenses.
3. 49 to 30 days before the event date: the equivalent of 40% of the party expenses.
4. 29 to 8 days before the event date: the equivalent of 60% of the party expenses.
5. 7 to 2 days before the event date: the equivalent of 80% of the party expenses.
6. 1 day before or on the event date: the equivalent of 100% of the estimated venue rental fee.

The estimated venue rental fee is not fixed at the time of cancellation. The cancellation charge must be paid based on the Minimum Guarantee of Venue Rental Fee (JPY _____).

In addition, actual expenses must be paid for materials already prepared and arranged, such as printing.

6. Items prepared and brought in by Client

If you bring to the venue items which are ordered from vendors other than our specified contractors or prepared and arranged by yourself, you must provide us with an additional written document prepared by us. Please understand that we will assume no responsibility whatsoever for any damages to yourself and the items you bring.

7. Prohibitions

The following are stipulated as prohibited. We kindly ask you to refrain from any of the following acts.

1. Bringing in pets, such as dogs, cats, or birds, and domestic animals.
2. Bringing in ignitable or flammable items.
3. Bringing in items which produce foul odors.
4. Moving fixtures.
5. Using the venue for any other purposes than the purpose stated at the time of reservation.
6. Legally prohibited acts
7. Smoking
8. Unauthorized use of items such as logos and images

8. Compensation

Please be careful that you and your attendees do not break or damage any of the

facilities and equipment in or at the venue.

In the event that you or any of your attendees break or damage any of the above, we will give instructions to you regarding the compensation that you must perform. We ask you to repair broken or damaged items immediately, or otherwise to bear the expenses for the repair of those items.

9. Cancellation by Us

In any of the following cases, please note that we may decline your proposal or cancel your reservation.

1. If there is a danger of you or any of your attendees breaking a law or ordinance or committing an act which is offensive to the public order and morals,
2. If you are in violation of these terms or if you make any false declarations or fail to declare any material facts at the preparatory meeting,
3. If we decide that you may make trouble for our other clients,
4. If it becomes evident that you are a member of or person involved in antisocial forces, or if there is a chance that you may act against any laws or the public order and morality, or
5. If you make an unreasonable request to us that has no legal basis.

Please note that in any of the above cases, we will also request from you the cancellation charge as provided in Section 5.

10. Disclaimer Clause

6. Please understand that you will be in charge of the equipment, goods, and items you bring in, and will be fully responsible for the damage to or any theft or loss of them which may occur when using the venue, and that we will assume no responsibility whatsoever for such damages, theft, or loss. Furthermore, both parties hereto will not be held responsible for any of the following events.

7. If all or part of the venue is damaged or demolished by a natural disaster, fire, war, conflict, or other events beyond the control of both parties hereto, and it is resultantly impossible or very difficult to hold a party, or
8. If, due to the occurrence of events which are beyond the control of both parties hereto, such as the execution of laws and regulations or the exercise of public authority, or the expropriation, removal, or banning of the use of the venue, it is impossible or very difficult to celebrate a wedding.

11. Personal Information

Please note that we may make use of the personal information you provide for the purpose of sending you sales information regarding new products from the shops of the following group companies under our operation.

- Cafe La Bohéme
- Zest Cantina
- Monsoon Cafe
- Gonpachi
- Legato, Tableaux, Stellato, etc.
- Decadence du Chocolat

I have received your explanation and have fully understood the sections (I wrote a check in each) about the above listed Terms of Rental of Venue for Party.

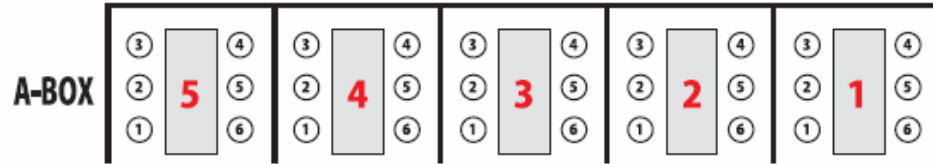
Date: Day/ Month /Year

Address: _____

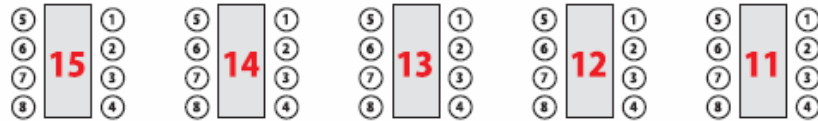
Name of Company: _____ Title: _____

Name: _____ Seal: _____

A Section

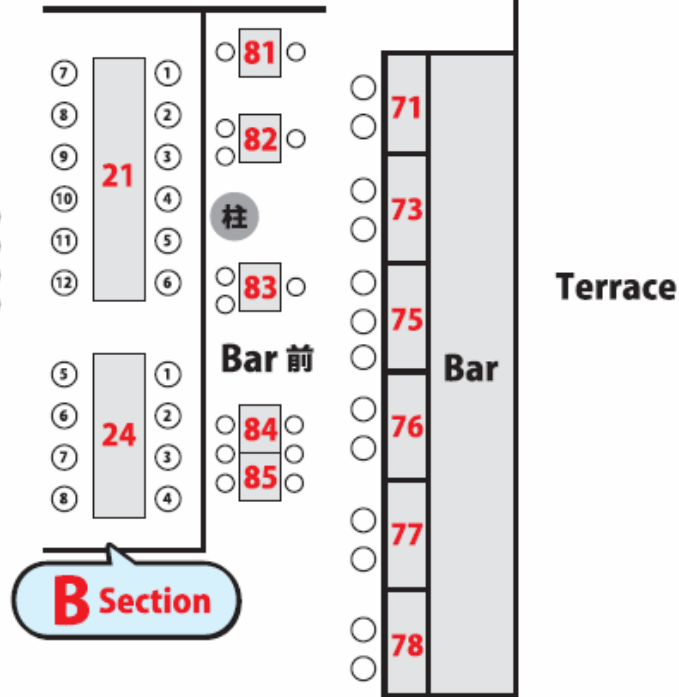


メンダイ



- 1~5 テーブル (ボックス席)
- 6~24 テーブル
- 31~66 カウンター
- 81~85 テーブル
- 71~78 カウンター

Entrance



B Section

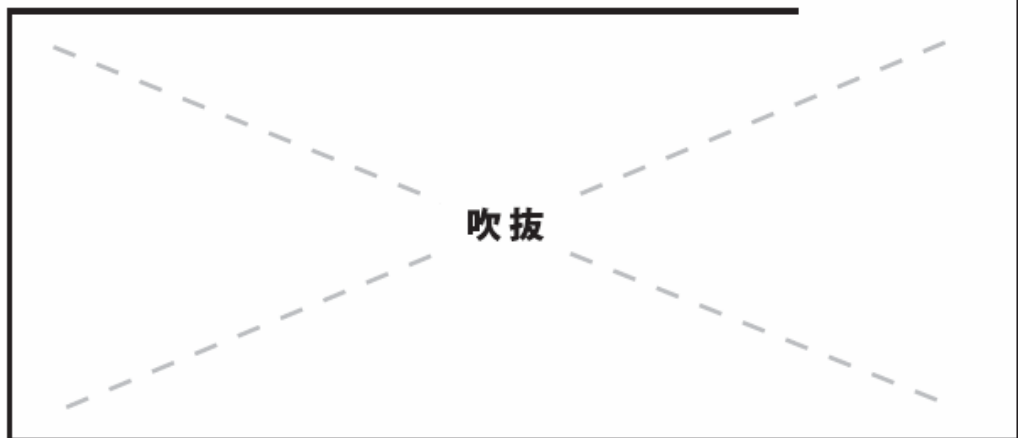
※店舗 MAP となります。レイアウトは貸切の場合のみご相談承ります。



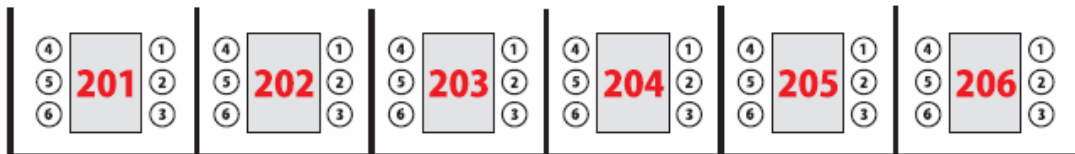
Gonpachi Nishi-Azabu 2F

201~206 掘りごたつ (ボックス席)

211~224 掘りごたつ (座敷)

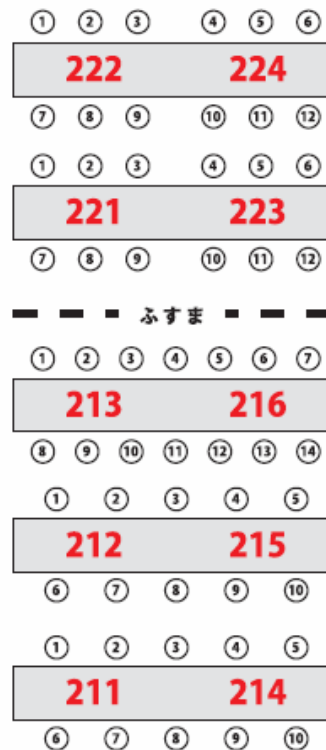


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F Section

E Section



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※店舗 MAP となります。レイアウトは貸切の場合のみご相談承ります。