

# The terms and conditions of the wedding service by SEN KYOTO Inc. Ltd.

The purpose of this document is to develop the mutual trust between the client and SEN KYOTO Co. Ltd., so that the "wedding ceremony" and the "wedding reception" (to be called as "reception" and "ceremony" hereafter) can be performed smoothly.

## I. Conclusion of contract

The contract is to be concluded upon the applicant's signing of the application document and the completion of the payment of 100,000 yen as a deposit. The deposit will be put toward the payment of either the ceremony fee, the reception fee or the cancellation fee.

## II. The schedule of the ceremony and the reception, and an extension of time

The use of the venue shall be within the hours decided between the client and SEN KYOTO beforehand. In the case that the ceremony or the reception is prolonged and does not end within the scheduled hours, extra charges may arise or the extension may not be allowed, depending on circumstances at the venue.

## III. The number of the guests and the change

The final number of the guests shall be decided at least seven (7) business days before the ceremony and/or reception. If the number of the guests is decreased after that, the fee for items or services already ordered or arranged shall be charged to the clients.

As for the meals and cakes, the following cancellation charges shall apply.

- (1) 7 days ~ 3 days prior to the reception: 50% of the fee for the meals and cakes
- (2) 2 days or less prior to the reception: 100% of the fee for the meals and cakes

## IV. Hair and make-up artist and photographer

In order to have run operations smoothly, the hair & make-up artist and photographer shall not be arranged by the client, unless there is a particular reason which SEN KYOTO can accept in advance.

## II. The costumes, hikidemono (gifts for the guests) and entertainment

In the case that the client will arrange the costumes, hikidemono and entertainment themselves, the client shall inform SEN KYOTO of the suppliers' name and delivery schedule.

In the event the goods and services directly arranged by the client cause any trouble such as damaging the facilities or equipment at the venue, either client or the supplier shall bear the responsibility to solve the problem.

## VI. The term of payment

The client shall complete the payment for the quoted amount to the designated bank account at least five (5) business days prior to the day of the ceremony and/or the reception. If any difference arises between the quoted price and the actual expense, the balance shall be adjusted after the ceremony and/or the reception.

## VII. Cancellation by the client

In the event of cancellation by the client, a cancellation fee shall be charged to the client as follows:

- (1) ~ 365 days prior to the ceremony and/or the reception day: 50% of the deposit
- (2) 364 ~ 180 days: 100% of the deposit
- (3) 179 ~ 150 days: 100% of the deposit + Actual print charge
- (4) 149 ~ 120 days: 20% of the quoted price (excluding service charge) + Actual print charge
- (5) 119 ~ 90 days: 25% of the quoted price (excluding service charge) + Actual print charge
- (6) 89 ~ 60 days: 30% of the quoted price (excluding service charge) + Actual print charge
- (7) 59 ~ 30 days: 40% of the quoted price (excluding service charge) + Actual print charge
- (8) 29 ~ 10 days: 45% of the quoted price (excluding service charge) + Actual print charge
- (9) 9 ~ 2 days: 50% of the quoted price (excluding service charge) + Actual print charge
- (10) 1 day or less: 100% of the quoted price (excluding service charge)

### [A postponement of the reception]

In the event the client postpones the reception, a cancellation fee for the meals, drinks and the cost of the venue, calculated on above rate, shall be charged to the client.

A cancellation fee for items in categories other than the meals, drinks and the cost of the venue shall be retained as a deposit for the postponed reception.

### [A change of the venue]

In the event the client changes the venue for the reception, a cancellation fee for the meals, drinks and the cost of the venue, calculated on above rate,

shall be charged to the client.

No cancellation fee will arise for other items, but specially arranged items already ordered by the time the client decides to change the venue shall be paid for by the client.

In the case that the calculated cancellation fee is smaller than (1), 50% of the deposit shall be charged.

## VIII. Cancellation by SEN KYOTO

SEN KYOTO has the right to cancel the contract in the following cases:

- (1) When the client is proven to be a member of or to have a connection with an organized crime group.
- (2) When the client is considered to be the cause of any trouble to other guests.
- (3) When the venue becomes unavailable for the use due to any reason beyond SEN KYOTO's reasonable control such as natural disasters and other force majeure circumstances.

For cancellation stated above (1), (2) and (3), SEN KYOTO will return the deposit to the client and has no further liability.

## IX. Security

The client and the guests are asked to pay attention their personal belongings. SEN KYOTO will not accept any responsibility for accidents or incidents of theft taking place under an individual guest's responsibility in the venue, unless there are intentional acts or gross negligence by SEN KYOTO.

## X. Prohibited actions

Any action which is against the law, contrary to public order or morality and causing trouble to the other guests is prohibited.

### < Examples of the prohibited actions >

- (1) Bringing items which generates a large volume of the sound.
- (2) Bringing any animals, including pets.
- (3) Bringing items which are explosive or flammable.
- (4) Bringing items with malodor.
- (5) Dangerous behavior.
- (6) Moving or damaging equipment or furniture at the venue.
- (7) Any use of the facility other than for the purpose for the ceremony and/or the reception.
- (8) Bringing any items which may cause food sanitation hazards; e.g. food, drink and flowers to be set on the tables.
- (9) Taking meals away, to areas outside the facility.

## XI. Handling of personal information

SEN KYOTO will handle and store the client's personal information strictly and properly. Purpose of the use of personal information will be limited to the following cases:

- (1) Providing information to the client regarding wedding related services including the new products and events, and sending a questionnaire.
- (2) Providing the minimum necessary personal information to the suppliers who have agreed to abide by their NDA with SEN KYOTO. These suppliers include providers of costumes, hair and make-up services, photography, invitations, gifts for the guests.
- (3) Providing personal information to public institutions (e.g. the police, tax office and court) based on the disclosure requests from legal authorities.

## XII. Others

- (1) The planner in charge of the each client's ceremony and/or reception will be decided at least four (4) months prior to the wedding day.
- (2) There is a possibility of modification or repair to the building, garden, interior, facility and equipment of the venue for management and maintenance reasons.
- (3) As for the other issues which are not stipulated in this document, both client and SEN KYOTO shall follow the Japanese law or generally accepted local customs.

### [Bank information for the payment]

Bank Account	Branch	Savings Account #	Account Holder
Kyoto Chuo Shinkin Bank	Marutamachi	0622653	SEN KYOTO 株式会社
Mitsui Sumitomo Bank	Shijo	1811286	SEN KYOTO 株式会社

\*Please add the date of the ceremony / reception after the name of the remitter.  
(e.g. If the ceremony / reception is scheduled on July 1st  
ヤマダタロウ 0701, Taro Yamada 0701)