

Non-Member Wine Event Sign Up Request Form

Event/Date & Time: _____

Last Name: _____ First Name: _____

Address (home or office): _____

E-mail Address: _____

Telephone No.: _____ Mobile Phone No.: _____

No. of attendees requested: _____

Credit Card: _____

Card Holder Name: _____

Card type: VISA MASTER AMEX Card No.: _____

Expire Date: MONTH _____ YEAR _____

Receipt: YES NO

Special Diet Requirements

Please inform the Club of any specific diet needs or allergies, no less than 3 days prior the event to make the necessary arrangements. The club is not responsible for any reactions to allergies or dissatisfactory last minute changes in the original recipe. Please write down in case of any diet care:

Allergies: _____

Others: _____

I have read and acknowledge all event details, house rules, special diet requirements and charges to the credit card for registration or cancellation fee, summarized below and above.

Signature: _____ **Date:** _____

To reserve your seat, please fax this form to **(03) 4588-0703**



TOKYO AMERICAN CLUB

www.tokyoamericanclub.org

4-25-46 Takanawa Minato-ku Tokyo 108-0074

Tokyo American Club House Rules

Food or Beverages:

Club by-laws prohibit outside food and beverage from being brought into The Club unless there is a valid medical reason. All left over food and beverages are not allowed to be packed and taken away for health and safety reasons.

Parking at the Club:

Non-Members may not bring their vehicles into The Club Parking Premises; however, public parking is available at Laforet Hotel. Loading and unloading in case of a disable person needs to be approved prior to the event.

Club Facilities:

The Club Facilities, other than those actually reserved, are Club Members use only. Wine Dinner Guests should go directly to their reserved area (American Room) and not congregate in the Foyer, Family and Adult Lobby.

Operation Hours:

Normal Operation Hours of American Room are from 6:00 p.m. until 10:00 p.m.

Dress Code and Age Limit:

The dress code is Standard, which denotes smart casual attire. Dress slacks, collared shirts and similar apparel are appropriate for men. Suitable apparel for women includes slacks or skirt and blouses, dress shirts or sweaters. Adults only.

Smoking:

The Club Banquet facilities are designated non-smoking areas of the Club. Banquet guests can use the Smoking Lounge located on the 3rd floor close to the Banquet Rooms.

Responsibility/Conduct:

The Non-member shall be responsible for the conduct of his/her guests and for all damage to or destruction of Club property caused.

Tipping:

Tipping is prohibited. If it is your desire to show your appreciation for service received, a donation to the Employees Fund would be appropriate.

Reservation Procedure:

All non-members are requested to acknowledge the above-mentioned rules & regulations, by signing this form and submitting in back to the Members Service Desk (MSD) via fax. MSD will send a confirmation to you. This is a requirement in order to reserve your seat. After the confirmation, the cancellation policy applies immediately. Please refer to the Cancellation policy for further details in any event this might happen. Please contact Member Services Desk at 03-4588-0381 if you do not receive a confirmation within 24 hours after your fax request.

Cash payments:

In the case a cash payment is needed a credit card details will be require as a guarantee to the payment. Once the cash payment is received the card details will be cancelled. In case the cash was not received, the amount will be fully charged to the Credit Card. Cancellation Policy applies.

Cancellation Policy for Non-Members to Wine Events

- 7 to 4 calendar days prior the event a 50% charged will apply
- 3 days (72 hours) prior the event, a 100% charged will apply
- Cancellation can be done via fax, e-mail or phone call to the Member Services Desk and will require a written confirmation.



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