

adee Lounge&Bar – Private Event Terms & Conditions

adee Lounge&Bar welcomes a wide range of private events, including parties, conferences, and seminars.

With thoughtfully designed spaces and warm, attentive service, we support you in creating a memorable occasion. Please review the terms and conditions below.

1. Versatile Space Rental

- In addition to party packages, the space is available for conferences and seminars.
 - Rental fees for conferences/seminars start from JPY 50,000 per hour, with additional charges for audio and visual assistance.
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2. Reservations & Payment

- Reservations are essential and must be made at least 2 weeks prior to the event date.
 - A deposit is required to confirm your booking.
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3. Price

- Party plan prices are inclusive of tax and service charge.
 - Conference and seminar rental fees are exclusive of applicable taxes and service charges.
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4. Duration & Timing

- The standard party plan includes a 2-hour rental.
 - Events may be held between 11:00 a.m. and 10:00 p.m.
 - Extended rental periods for conferences and seminars are available upon request.
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5. Cancellation Policy

Notice Period	Fee
14–8 days prior	30% of total expected charge
7–3 days prior	50% of total expected charge
Within 48 hours / No-show	100% of total expected charge

Total expected charge = higher of minimum buyout fee or calculated cost based on guaranteed number of guests

7. Guaranteed Number

- Final attendee numbers must be confirmed at least 72 hours (3 business days) prior to the event.

- This confirmed number will be used as the minimum for billing purposes for catering packages.
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8. General

- Food and beverage offerings may vary depending on availability.
- Images are for illustration purposes only.