

## ROPPONGI HILLS CLUB HOUSE RULES

The ROPPOINGI HILLS CLUB has established the following rules so that Members and their guests will be able to enjoy the Club safely and comfortably. Your observance of these rules will be highly appreciated. If you fail to observe these rules, you will not be allowed to use the Club.

### 1. Dress Code

A Smart Casual Dress Code will be applied. Please wear clothes that are suitable to the Club. Please note the following clothing items will not be allowed at any time (Members' guests need to be advised in advance accordingly).

- Yukata (a light summer kimono), exercise wear, short pants including Bermuda shorts, and other similar clothes
- Beach sandals, 'Geta', 'Setta', and other similar footwear
- Fashion jeans with holes or torn areas should be avoided
- If wearing t-shirts or collarless shirts, then a jacket should be worn.
- Women are asked to dress in attire appropriate to the dress requirement of gentlemen.

When there are events or parties that require a standard dress code, Members will be notified in advance.

### 2. Rules for Children

- Children who are 12 years of age and younger are not allowed to use the Club during the weekdays. There are no age restrictions enforced for family members and guests at Banquets or Weddings.
- On Saturdays, Sundays and National Holidays, Members may bring children of any age.

### 3. Guest Rules

Members may bring any number of guests to the Club. However, the guests must also observe the House Rules of the Club. Please note that we do not take reservations for functions hosted by guests, even if a Member will accompany the guests.

### 4. Taxes and Service Charges

A 10% service charge is levied on the fees at the Club. All charges and fees at the Club are subject to consumption tax.

### 5. Room Charges

Designated room charges will be made for using a private room.

### 6. Smoking

There are non-smoking areas within the Club. Smokers are requested to smoke in the designated areas. When smoking in designated areas, smokers are requested to be considerate of those people around him/her. Smoking while walking is strictly prohibited. The smoking of pipes, cigars and other tobacco products that might emit strong odors is only allowed in designated areas.

### 7. Mobile/Cellular Phones

Mobile/cellular phone use is limited to the corridors.

### 8. Alcohol

- In accordance with the law, drinking by anyone below 20 years of age shall be strictly prohibited. Furthermore, anyone below 20 years old is prohibited from using the bars.
- If the Club discovers that a Member or a guest has allowed a minor to drink, or any misconduct from excessive drinking by a Member or a guest causes any trouble to other Members, the Club shall request said Member or guest to leave the Club.

### 9. Lost Property

If you have lost an item within the Club premises, please report immediately the lost item to the Reception Desk. When a lost item is found by the Club, it shall be kept at the Reception Desk for three months. If the owner can be identified, the Club will report it immediately. After the three-month period expires, the Club will dispose of the property. Please note that the Club shall bear no responsibility over the loss of any property by Members or guests.

### 10. Please refrain from conducting the following acts within the Club:

- Any act that corrupts public morals;
- Any speech or behavior that may disturb other Members or Club staff, or any speech and behavior that may cause them to feel uncomfortable;
- Any use of equipment within the Club for the purpose other than the intended use, or any damage to that equipment;
- Distribution of advertisements or publications, sales of goods, or solicitation; and
- Photographing, video shooting or any other similar acts within the Club. (Any photographing or shooting for the use at home or to other limited extent similar to this, however, is permitted.)

### 11. Please refrain from bringing in the following items to the Club:

- Food and beverage (Wine, Sake and spirits will be allowed with prior notice however a CORKAGE FEE will be levied. The club will not assume any responsibility for these items.);
- Pets such as dogs, cats and birds, excluding guide dogs;
- Any combustible or flammable substance;
- Any item that produces foul odors or poisons;
- Any hazardous material such as knives; and
- Any other material that is prohibited by laws.

### 12. Amendment of House Rules

These House Rules may be amended from time to time when it is deemed appropriate by the Club.

Effective Date: February 1, 2003  
Amendment Date: November 1, 2006  
Amendment Date: April 1, 2008  
Amendment Date: July 1, 2012