

# Tokyo American Club House Rules

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## Food and Drinks

Club bylaws prohibit food and drinks from being brought into the Club from outside, unless there is a valid medical reason. For health and safety reasons, leftover food and drinks cannot be taken off Club premises.

## Parking at the Club

Non-Members may not park their vehicles at the Club's parking facility. Public parking, however, is available. Loading and unloading of disabled passengers must be approved prior to the event.

## Club Facilities

Other than those reserved areas, the Club facilities are for Club Members only. Wine dinner guests should proceed directly to the B2 function room area by elevator and not congregate in the Family Lobby or Formal Lobby.

## Dress Code and Age Limit

The dress code is 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's function facilities are non-smoking.

## Conduct

Non-Members shall be responsible for the conduct of their guests and for any damage caused to Club property.

## Tipping

Tipping is prohibited. Non-Members who wish to show their appreciation for service received can make a donation to the Club's staff fund. Please inquire at the Member Services Desk.

## Reservation Procedure

To reserve a seat at the event, all non-Members are requested to acknowledge that they have read the rules and regulations above by signing this form and faxing it to the Members Service Desk, which will confirm receipt of the form. Once confirmation has been received, the cancellation policy takes effect. Those non-Members who do not receive confirmation within 24 hours of faxing this form should contact the Member Services Desk at 03-4588-0670.

## Cancellation Policy for Non-Member Attendees of Wine Events

- Cancellations made seven to four days prior to the event will incur a 50 percent charge.
- Cancellations made within three days (72 hours) of the event will incur a 100 percent charge.
- Cancellations can be made by fax, e-mail or phone to the Member Services Desk and will require written confirmation.



TOKYO AMERICAN CLUB  
www.tokyoamericanclub.org

2-1-2 Azabudai Minato-ku Tokyo 106-8649

# Non-Member Wine Event Sign-Up Request Form

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Event: Riedel Wine Tasting with Georg Riedel

Date/time: Thursday, March 15

¥22,800 (include three Riedel Vitis glasses and buffet)

¥12,000 (include buffet only)

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Address (home or office): \_\_\_\_\_

E-mail: \_\_\_\_\_

Tel (home): \_\_\_\_\_ Cell: \_\_\_\_\_

Number of guests: \_\_\_\_\_

Credit card holder: \_\_\_\_\_

Card type (circle one):    Visa            MasterCard            American Express

Card no: \_\_\_\_\_

Expiry date: Month \_\_\_\_\_ Year \_\_\_\_\_

Receipt:    Yes    No

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## Special dietary requirements

Please inform the Club of any specific dietary needs or allergies no fewer than three days prior to the event. The Club is not responsible for any allergic reaction to or dissatisfaction with last-minute changes to original recipes.

Allergies: \_\_\_\_\_

Other dietary needs: \_\_\_\_\_

I have read and acknowledge all event details, the Club's House Rules and special dietary requirements policy and that registration and cancellation fees will be charged to the above credit card.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To reserve your seats, please fax this form to **03-4588-0703**.

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