

## Check-in after 9 p.m. · Check-out before 7 a.m.

Concierge hours are from 07:00 am to 09:00pm. After 09:00pm to 07:00am, the night staff is stationed instead of the concierge staff. We would inform about "Late Check In (after 9p.m)" and "Early Check Out (before 7a.m)". Please check as below.

## Late Check In (after 9p.m)

Regarding late check-in, since our reception close at 9 PM, so please press "\*" and "呼出" (the oval shaped button at the bottom) the silver intercom panel on the wall of the entrance when you arrive at our hotel after 9:00 PM. Our night security staff will open the door for you, then the staff will hand you a card key.

■ If you make a reservation by local payment, please make sure to pay by 7a.m-11a.m in the morning of the next day.

For consecutive night bookings: we will prepare your room key for one night from the day of arrival. The card key will not available after 11 o'clock the next day, so please be sure to pay by 7a.m-11a.m the next morning. After your making a payment, we would exchange new room key that is valid for entire of your stay.

## Early Check Out (before 7a.m)

If you need to check out between 9p.m-7a.m, please return your room key to 【KEY DROP】 at the concierge counter.

## Others

Please note that some services are limited after 9pm. The following services are not available.

- ·Payment of accommodation fee
- ·Requests and information for extension of your stay, extension of your check out time,
- ·Sell items: Seasonings, Basic cosmetics, Cardboard box for courier service, etc.
- ·Arrangement of courier service
- ·Taxi reservations
- ·Detailed information on transportation and restaurant, etc.
- ·Reply on Email: Concierge staff will reply after 07:00am.