

## Reservation information

As of August 2019

The following information is subject to change unannounced.

### Legitimate period of reservation

There are various time windows for submitting an initial reservation form depending on size and purpose of a group:

Description of groups	Starting date of reservation
Individuals or small groups (up to 15 people)	3 months prior to arrival date
Large groups (more than 15 people)	One year prior to arrival date*
Day use (without overnight)	2 months (in August and September, 1 month) prior to visit
Wedding ceremony and other parties	6 months prior to event

\* We accept your reservation form **one year prior** to the desired arrival date. Please give us **three possible dates** of your stay in the order of your preference. Upon receiving all request forms we will make some arrangement and adjustment between the groups. After this process, about **6 month before** the wished date of the arrival, we will contact you with our final offer. In addition please be aware that in some cases, especially during the high season of July and August, your request may unfortunately not be reflected or fulfilled.

### Booking fee

A booking fee is necessary only for large groups. When a reservation is temporally processed we will send an invoice with the amount of booking fee and the deadline for the payment. The reservation is finalized upon the confirmation of the payment.  
Calculation of booking fee: [Number of guests] \* [Price for one night and two meals (incl. tax)] \* [Number of night(s)] \* 30 %.

### Cancellation policy

- Complete cancellation (depending on size of a group calculated in persons (rows) and the date of cancellation (columns))

\ Date Persons	Day of arrival	One day prior	7 days prior	30 days prior	60 days prior	90 days prior
1-14	100 %	50 %	30 %			
15-30	100 %	50 %	30 %	30 %		
31-99	100 %	80 %	30 %	30 %	30 %	
100	100 %	80 %	30 %	30 %	30 %	30 %

- Partial cancellation

A partial cancellation is free of charge except for the case, in which it amounts to more than 20 people or 10 % of the whole group, depending also on the size of a group and the timing of cancellation.

Size of group	Timing of cancellation	Calculation
100 people or more	From 3 months prior till day of arrival	[Price for one night and two meals (without tax)] * [Number of cancelling guests] * [Number of night(s)] * 30 %

Less than 100 people	From 1 month prior till day of arrival	
----------------------	--	--

### Price table

Guest rooms (Check-in: 15:00; Check-out: 10:00)

Per person per night in yen. with tax. (Tax: 10 %)

The price is subject to change without notification.

Building	Type of room	Number of rooms	Price for one night
Bldg. I	Twin (with sink)	18	6270
	Twin (with toilet and bath)	2	8030
	Tatami (4 persons, with sink)	1 (Room 109)	5060
Bldg. II	Twin (with toilet and bath)	20	8030
Bldg. III Bldg. VI	Twin (with sink and toilet)	14	5500
	Twin (with toilet and bath)	2	7150
Bldg. V	Bunk beds (6 persons, with sink and toilet)	20	4730
	Twin (with sink and toilet)	1 (Room 111)	5500
Bldg. VI	Large unit (max. 24 persons, two rooms with bunk beds, sink and toilet)	6 units	4950
	Small unit (max. 12 persons, with sink and toilet)	3 units	4950
	Twin (with toilet and bath)	3	8030
House "Fisher"	Max. 10 persons, 3 tatami-rooms with toilet and bath	-	4730
Lodge "Dean Leeper"	Max. 20 persons, 4 tatami-rooms and 2 room with bunk beds, toilet and bath	-	6380

\* If less than 15 people, a fixed price will be applied for the whole building: 92,340 (85,500). Meals will be charged onto this price.

### Additional information on the room price

- For single use a surcharge of 1,080 yen is imposed.

- When staying in either building I or II, the included meal price is for the buffet restaurant in Bldg. 1. (Normal price is applied when having meals at dining hall in the main building.)
- It is possible for guests in either building I or II to have meals in the main dining hall with normal price.
- Price for children:

Elementary school (from 1 <sup>st</sup> to 6 <sup>th</sup> graders)	The board is discounted by 20 %.
Kindergarten (from 3 year-old to the senior of KG)	The board is discounted by 40 % (Meals are suitably arranged)
For kindergarten as a group	The accommodation fee is 40 % off and the meal ticket 30 % off.
Infants and toddlers (younger than 3)	Free (no meal and bed)

- There are various discounts applicable for YMCA members, Y's members and schools
- A set of face and bath towel is provided in every room. For rooms in bldg. 1 to 4 a sleeping robe (*yukata*) and a tooth brush are also included. (Except applying a group price)
- Bed service is left to guests and not performed by cleaning staffs except for the rooms in bldg. 1 to 4. Linens have to be returned to the designated place before check-out.

### Pre-tutorial and guide tour

It is advisable for new guests to take a glance at our facilities and landscape in advance. If you need a brief meeting with staff members about reservation or activities, please feel free to contact us in order to make an appointment for pre-tutorial.

### Check-in (from 15:00)

On arrival day it is necessary to go over details and make a final adjustment of your time schedule at the front desk. You will receive your room key(s) and other important information regarding your stay.

### Check-out (by 10:00)

Payment is to be made during check-out. Please arrange a suitable payment method during the process of reservation. (Payment with credit card might not be available in occasions.) Room key(s) must be returned and the balance has to be made if necessary.

### Meal tickets

- A reduction or an addition of meal tickets is free of charge until one day in advance.
- Any particular dietary needs or wishes can be placed until 3 days before arrival.
- A cancellation within a day of arrival is invalid and the full price is charged.

#### Price table

Style	Breakfast	Lunch	Dinner
Canteen (In main bldg.)	880	1045	1925
Buffet restaurant (In bldg. I)	1100	1210	2420

- The buffet restaurant contains some buffet tables and round sitting tables. Large dishes will be served and distributed table by table. This type is normally offered to guests in either bldg. I or II.
- For a small number of guests dishes might be fixed.

- Please inform us in advance if there be any concerns or requests regarding allergy or dietary restrictions.
- Wine or beer can be ordered only in buffet restaurant.
- Special meals

Dinner party or reception	Available from 3300 yen
BBQ (max. 60 persons)	Available from 2420yen
Lunch box (various sorts)	Available from 627 yen

### Conference rooms

In yen. In brackets with tax. (Tax: 10 %)

Conference rooms can be occupied from 14:00 to 21:00 and from 9:00 to 12:00 on the following day

Building	Conference room	Capacity by types (in persons)		Price
		Class room (with tables)	Chairs in rows	
Bldg. I	Nr. 1	50	80	26400
	Nr. 2	20	30	19800
	Nr. 3	5	10	14300
Bldg. II	Nr. 4	40	60	26400
Nr. 5		60	70	26400
Main Bldg.	Auditorium	150	340	90200
	Nr. 6 (Small dining hall)	40	60	38500
	Nr. 7	20	30	19800
	Nr. 8	20	30	22000
	Nr. 7 & 8	50	80	41800
Bldg. VI	Nr. 9	30	40	23100
	Nr. 10	100	130	45100
Gymnasium (Only with chairs)		Up to 20 persons		25300
		300 persons and more		92400

- Tables, chairs, and other accessories equipped in each room are available within the listed price.
- The gymnasium can be used as a conference room. A podium and tables can be additionally brought in. It is demanded to wear house shoes inside.
- For special events such as wedding or reception some additional fee may be charged.
- Preparation and clean-up must be done within the stated occupancy hours.
- If an extended (or shortened) use of a conference room is requested, it can be rented by hours.
- The initial setting of tables and chairs is done by staff members.

### Rental articles and other services

Article	Price (yen, without tax in brackets)		Details
Portable amp and microphone	1100	Per day	Second microphone costs 550yen

Portable screen	550	Per day	n.a.
CD player	1100	Per day	n.a.
Projector	5500	Per day	Incl. screen
Lap-top	3300	Per day	n.a.
Ground piano	3300	Per day	Tune-up costs additional fee
Upright piano	1100	Per day	Tune-up costs additional fee
Copy	10	Per paper	A4, A3, B5, B4
Fire wood	700	One bundle (for about 20 minutes)	Incl. two lighting torches. For additional 1,000 yen, we arrange fire wood in tower.

- If you wish to use other articles that are not on the list, please contact us for further information.

- Sport equipment can be rented without charge at the front desk.

### **Contact**

International Youth Center Tozanso

1052 Higashiyama Gotemba

Shizuoka 412-0024

Japan

Tel: +81 550 83 1133

Fax: +81 550 83 1138

[tozanso@ymcajapan.org](mailto:tozanso@ymcajapan.org)

<http://www.ymcajapan.org/tozanso/>