

# Zen Garden Inn Kyoto-Tokyo - Hotel Policies

Zen Garden Inn, 5-7-1 Ginza, Chuo-ku, Tokyo 104-0061, Japan Phone: +81 3 3571 2468 Email: [info@zengarden-tokyo.jp](mailto:info@zengarden-tokyo.jp)

Check-in & Check-out • Check-in Time: 15:00 • Check-out Time: 10:00 • Early check-in and late check-out subject to availability and may incur additional charges • Valid photo ID and credit card required at check-in

Cancellation Policy Free cancellation up to 72 hours before check-in; thereafter one night may be charged.

Payment Policy • We accept major credit cards (Visa, MasterCard, American Express, Discover) • Pre-authorization hold placed on credit card at check-in • All rates are subject to applicable taxes and fees • Incidental charges will be charged to the card on file

Guest Conduct & House Rules • Guests must be 18 years or older to check in • Maximum occupancy limits strictly enforced • Quiet hours: 10:00 PM - 7:00 AM • Smoking prohibited in all indoor areas (designated outdoor areas available) • Guests responsible for damage or excessive cleaning requirements

Pet Policy Pets are not permitted at this property, with the exception of certified service animals.

Parking & Transportation • Valet parking available (additional fee applies) • Airport shuttle service available (fees may apply, advance booking required)

Amenities & Services • Spa services available by appointment (advance booking recommended)

Liability & Safety • Hotel not responsible for loss or theft of personal belongings • In-room safes available for valuables • Emergency exits and procedures posted in all rooms • 24-hour security and surveillance in public areas

Contact Information Phone: +81 3 3571 2468 Email: [info@zengarden-tokyo.jp](mailto:info@zengarden-tokyo.jp) 24-Hour Front Desk: Available for all guest needs and inquiries