

Quick Reference Guide

Last updated May 8, 2012 | For additional information please contact the hotel directly

Four Seasons Tokyo at Marunouchi

1-11-1 Pacific Century Place, Marunouchi, Chiyoda-ku, Tokyo, 100-6277, Japan

Tel 81.3.5222.7222 | Fax 81.3.5222.1255 | Res 81.3.5222.5888

www.fourseasons.com/marunouchi



Prominently placed in the Marunouchi central business district, adjacent to historic Tokyo Station, Four Seasons offers a striking contemporary setting within the landmark glass-clad tower of the prestigious Pacific Century Place.

1-11-1 Pacific Century Place,
Marunouchi
Chiyoda-ku, Tokyo 100-6277,
Japan
Tel 81.3.5222.7222
Fax 81.3.5222.1255
Res 81.3.5222.5888

Sales office:
Suite 720 Yurakucho Building,
1-10-1 Yurakucho
Chiyoda-ku, Tokyo 100-0006,
Japan
Tel 81.3.3211.4544
Fax 81.3.3211.4538

AIRPORTS

- Narita International Airport (NRT):
60 minutes by Narita express train, or
70 minutes by airport limousine bus
(80 kilometres/50 miles)
- Haneda Airport (Tokyo International
Airport) (HND): 40 minutes (20
kilometres/12 miles)

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A short walk from stylish Ginza shops, entertainment at Tokyo Forum or the tranquil gardens of the Imperial Palace, Four Seasons Hotel Tokyo at Marunouchi offers 57 crisply tailored contemporary guest rooms, including nine suites. Among Tokyo's largest accommodations, all offer a sense of quiet sophistication, equipped for a high-tech world. Sleek ekki BAR & GRILL serves superb meats and the freshest seafood, framed against dramatic city views. Lobby Lounge and Bar is a comfortable setting for gourmet snacks, light meals and beverages.

The 24-hour health studio, well equipped for cardio and weight training, overlooks the bright lights of the city. For relaxation, the Hotel's spa menu of massages and therapies can be sampled in two private treatment rooms – complemented by separate men's and women's steam rooms and authentic onsen baths.

For exclusive gatherings, two handsomely designed private dining rooms accommodate up to 125. The Executive Dining Room on the 31st floor offers 89 square metres (958

square feet) of premium boardroom-style function space with stunning views of Tokyo.

TRANSPORTATION

The Hotel is adjacent to Tokyo Station, the terminal station for Shinkansen, Narita Express, all major Bullet trains and major suburban and commuter rail lines. It is a three-minute walk from the Yaesu South Exit (Yaesu Minami-Guchi) of Tokyo Station to the Hotel. Turn right when exiting Tokyo Station and the Hotel can be found on the same side of the street as the station, in a 31-storey building, Pacific Century Place Marunouchi, at the Kajibashi Intersection.

The Hotel is also walking distance from the following subway lines:

- Ginza Line at Kyobashi Station, Exit 5; three minutes
- Yurakucho Line at Ginza 1-chome Station, Exit 1; four minutes
- Yurakucho Line at Yurakucho Station, Exit D9; four minutes
- Marunouchi Line at Tokyo Station, from Marunouchi South Exit direction; seven minutes

WEATHER CHART

Month	°C		°F	
	Highs/Lows	Highs/Lows	Highs/Lows	Highs/Lows
January	8	/ -2	46	/ 28
February	9	/ -1	48	/ 30
March	12	/ 2	54	/ 36
April	17	/ 8	63	/ 46
May	22	/ 12	72	/ 54
June	24	/ 17	75	/ 63
July	28	/ 21	82	/ 70
August	30	/ 22	86	/ 72
September	26	/ 19	79	/ 66
October	21	/ 12	70	/ 53
November	16	/ 6	61	/ 43
December	11	/ 1	52	/ 34

DESTINATION

Tokyo, the world's most sprawling city, is a complex and dynamic urban landscape. Well-known for its cutting-edge, high-tech efficiency, Tokyo is a surprising place where one can find an ancient temple wedged between skyscrapers, a tiny shrine down a suburban lane, the fantastic and futuristic beside the everyday. The Marunouchi business district is the commercial heart not merely of Tokyo, but of all of Japan.

Four Seasons Hotel Tokyo at Marunouchi is part of the 31-storey Pacific Century Place, a prestigious office and retail development neighbouring Ginza shopping district and Tokyo's train and subway stations.

WEATHER

Tokyo offers four defined seasons with comfortable temperatures throughout. Cherry trees blossom in springtime before temperatures reach 30°C (86°F) in summer months. The vibrant colours of autumn paint a memorable image, amidst crisp temperatures. Relatively mild winter temperatures rarely fall far below freezing.

LOCAL ATTRACTIONS AND ACTIVITIES

At Four Seasons, you enjoy a unique vantage point from which to explore the sights, sounds and experiences around you. We hope the highlights of local attractions below help simplify your planning. Please let us know how else we can assist you.

Within a 5-minute walk of the Hotel

Imperial Palace:

- This is one of the best-kept secrets in Tokyo. It doesn't matter how busy the city is, you can always enjoy the calm tranquility of the Imperial Gardens. From the Gardens, you will not be able to see the Imperial Palace; it is hidden behind walls and very heavily guarded. When the Emperor of Japan is not travelling, he lives here. This area is closed Mondays, Fridays and most holidays, please enquire at the Concierge for best visiting times.

Marunouchi Building:

- Opened in September 2002, this new multi-purpose complex contains offices, state-of-the-art conference facilities and over 140 upscale retail shops and restaurants. Commonly known as "Marubiru," the building is one of the trendiest places in central Tokyo. It is a few blocks from the Hotel, connected to it by an underground walkway.

Tokyo International Forum:

- The magnificent Tokyo International Forum is the first major convention and art centre of its kind in Tokyo – a space where culture and information are exchanged at an international level. It houses four halls, numerous conference rooms, an exhibition hall and an information centre, and is superbly designed for music, dance, theatrical performances, cinema, fashion, art exhibitions, commercial events and international conferences. The Forum is a mere one-block/three-minute walk from the Hotel, to which it is connected by an underground passage.

Within a 10-minute walk of the Hotel

Kabuki-za:

- Kabuki-za is the biggest kabuki (traditional Japanese) theatre located in the Ginza. This theatre features the "Earphone Guide," which provides English commentary relating to the plot, music, actors and other features of Kabuki that otherwise may be difficult for non-Japanese visitors to understand.

Within a 10-minute drive of the Hotel

Akihabara:

- Akihabara is the best place to see the famous neon signs of Tokyo. Over 300 electronic stores in this area, carrying the latest in electronic inventions, light up the streets. Akihabara is a short train ride from the Hotel, but make sure to bring your passports; many stores extend a 5% discount to visitors with passports.

Ueno Park:

- One of Tokyo's major cultural centres, Ueno Park includes the Tokyo National Museum, the Metropolitan Fine Art Gallery, the National Museum of Western Art and the National Science Museum.

Tokyo National Museum:

- The Tokyo National Museum displays a comprehensive collection of the works and antiquities of Japan and Asia. Multilingual maps are available to assist with the tour.

Within a 15-minute drive of the Hotel

The Tokyo Tower:

- This steel tower was modelled after the Eiffel Tower in Paris. Be sure to go on a clear day so that you can fully enjoy the unparalleled views of Tokyo.

Roppongi:

- Roppongi is an American-influenced area, consisting mainly of burger restaurants, pizza parlours and nightclubs. The nightclubs open late and stay open all night long.

Asakusa:

- Asakusa is the most famous tourist destination in Tokyo. A large Buddhist temple, Asakusa features a huge Japanese lantern at the front gate. This is also a very good area to do some souvenir shopping and sample the flavours of the local foods.

The Tokyo Dome:

- The Tokyo Dome is known locally as the "Big Egg." It's the venue for Japan's famous baseball games, as well as the place to be for all sports and big-name music acts.

Within a 20-minute drive of the Hotel

Omotesando:

- This area is considered the "Champs-Élysées of Tokyo." It consists of a wide, tree-lined street complete with very wide sidewalks. This is the place to go for trendy merchandise or to enjoy lunch in a French-style sidewalk café.

Harajuku:

- Harajuku and the Takeshita-dori Street are just steps away from Omotesando. People

love to visit this area, most famous for cutting-edge, alternative clothing for teenagers. This is a great place to people-watch and see the latest in fashion.

Kokugikan:

- Kokugikan is the national sumo stadium - visit and be a part of 1,500 years of sumo history. According to Japanese legend, the very origin of the Japanese people depended on this form of wrestling. The supremacy of the Japanese people was supposedly established when the god Take Mikazuchi defeated the leader of a rival tribe in a sumo match. Here at Kokugikan, you can see traditional Japanese wrestling at its best.

Edo Tokyo Museum:

- Edo Tokyo is the National Museum of History of Japan, dedicated to the country's cultural artifacts. Exhibits change throughout the year. Your Concierge can provide you with more details of the current exhibit. Although there are no English-language tours, there is an information kiosk at the entrance where the staff speak English.

Meiji-Jingu Shrine:

- This impressive Shinto shrine was built in honour of the Emperor Meiji and Empress Shoken in 1920. During World War II, the building was completely destroyed, but was rebuilt using Japanese cypress wood. It retains all of the original features. The surrounding Meiji-Jingu Park, Yoyogi Park and nearby Harajuku shopping area make this an excellent place to spend an afternoon.

Within a 30-minute drive of the Hotel

Shinjuku:

- Home of the world's busiest train station, over two million people travel through Shinjuku Station every day. Many international corporations have their offices here, which is also famous for its shopping and skyscrapers. The local train takes you to Shinjuku from the Hotel in 15 minutes.

Within a 40-minute drive of the Hotel

The Tokyo Disney Resort:

- Disneyland! What more can anyone say? No matter what language they speak, children love this place - and adults like it too. We recommend that you avoid going on the weekends or during a public holiday, as the lines can get very long. The Tokyo Disney Resort is only 20 minutes away by frequent train from Tokyo Station, connected underground to the Hotel.

Within a 1-hour drive of the Hotel

Yokohama:

- Yokohama is the first port city in Japan to be opened up to Western trade. Driving there, you will cross "Rainbow Bridge," a suspension bridge famous for its beauty. Another method of travel is by train. This takes less than 30 minutes from Tokyo Station, which is adjacent to the Hotel.

Within a 3-hour drive of the Hotel

Mount Fuji:

- As the highest and most beautiful peak in Japan, Mount Fuji is a symbol of the country and the pride of its people. The 3,776-metre (12,388-foot) peak is especially magnificent when it is covered with snow from autumn to early spring. Ample outdoor activities and scenic stops are located throughout the Fuji Five Lakes Area at the foot of Mount Fuji. Please consult with the Concierge for available tours, activities and transportation to the area.

CONFERENCE FACILITIES OVERVIEW

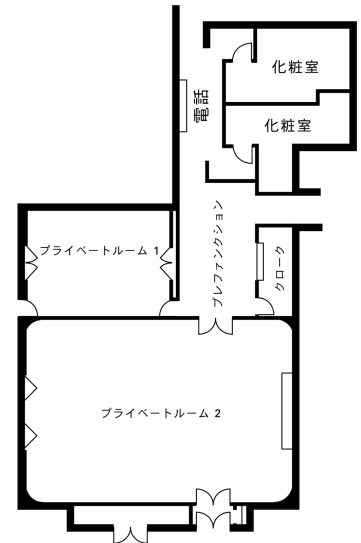
Total Space	170 m ² 1,830 sq.ft.
Largest Ballroom	-
Meet and Feed (max. capacity)	15
Breakouts	1
Banquet (max. capacity)	60
Outdoor Banquet (max. capacity)	-
Private Dining (max. capacity)	125

CONFERENCE FACILITIES

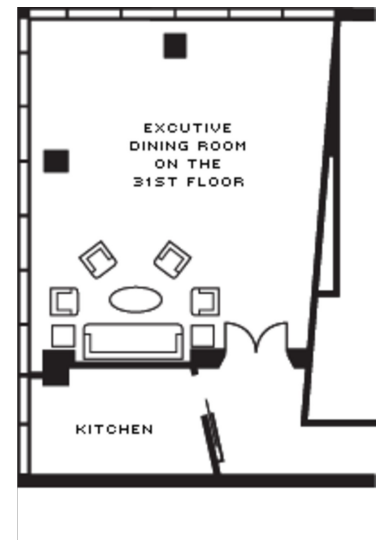
From its polished minimalist décor to its prestigious gourmet restaurant, Four Seasons Hotel Tokyo at Marunouchi provides a distinctively modern setting for exclusive business gatherings, conveniently situated right at Tokyo Station.

Two handsome private dining rooms are ideal for small social functions and dinner parties. Totalling 170 square metres (1,830 square feet), including a pre-function area, they accommodate any need from a boardroom session for 16 to a banquet for 60 or a reception for up to 80 guests. Experienced Four Seasons support is on site to promptly respond to every need.

Private Dining Room



Executive Dining Room



TECHNICAL ASSISTANCE

The private dining rooms are fully equipped to support the most demanding communications requirements, with advanced lighting, audiovisual capabilities, telecommunications and electrical hook-ups. Equipment available includes:

- Podium, whiteboard, laser pointer
- Microphones (wired, wireless or pinned)
- DVD/CD/cassette player, VCR
- 127-centimetre (50-inch) plasma screen television (fee applies)
- Telephone conference system (fee applies)
- Projector and screen (fee applies)
- Flip chart (fee applies)
- Wired and wireless Internet access (fee applies)

MUSIC AND ENTERTAINMENT

The Hotel's Banquet Service team will be happy to assist with setting up any type of music or entertainment for your function.

RECEIVING AND MAINTENANCE

Receiving

The Hotel features a full-service shipping and receiving office, with a dedicated Purchasing Manager on site to facilitate the easy acceptance of materials for meeting planners. All packages should be sent to the attention of a group's name and its Banquet Sales Manager. As space available for the storage of large items is limited, please time shipping to the date of your arrival.

Maintenance

The Engineering Department is available for general assistance with lighting, room temperature control and minor repairs.

BUSINESS SERVICES

Around the clock, Four Seasons can assist you with business, entertainment or travel arrangements through the Business Center and resourceful, multilingual Concierge.

- 24-hour business centre
- Cellular telephones
- Computers
- Secretarial service
- Translation and interpretation service
- Wired or wireless Internet access in meeting rooms

SPOUSE PROGRAMMES

Please contact the Banquet Sales Manager for the latest programme information.

CHILDRENS AND FAMILY PROGRAMMES

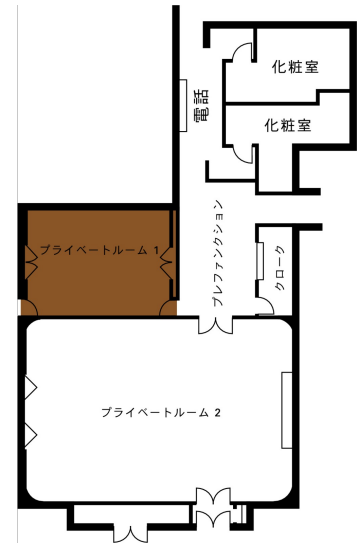
Please contact the Banquet Sales Manager for the latest programme information.

PRIVATE DINING ROOM 1

Dimensions	7 x 5 m
	23 x 16 ft
Size	35 m ²
	377 sq.ft.
Height	2.7 m
	8.8 ft

Capacities

Reception	20
Boardroom	16

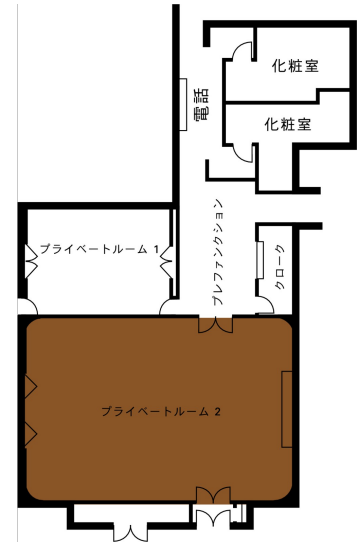


PRIVATE DINING ROOM 2

Dimensions	12 x 8.6 m
	39 x 28 ft
Size	100 m ²
	1076 sq.ft.
Height	2.7 m
	8.8 ft

Capacities

Classroom	60
Hollow square	36
U Shape	30
Theatre	60
Reception	60
Banquet Rounds	60
Boardroom	24



GUEST ROOMS, SUITES AND PRIVATE RESIDENCES OVERVIEW

The Hotel's 57 rooms, including nine suites, set the standard for accommodations in the heart of Tokyo. Guest quarters are remarkably spacious, with meticulous appointments and contemporary furnishings. Each room is equipped to help modern business travellers manage the competing priorities and demands of international travel.

Floor-to-ceiling windows offer a sense of openness and abundant natural light. Each room is equipped with a wall-mounted 107-centimetre (42-inch) 3D television with built-in Blu-ray player, accompanying surround-sound system and Bluetooth technology. Additional amenities include a CD and DVD player, Internet access and a fully stocked private bar. Large bathrooms include a tub with hand-held shower and a separate glass shower stall, a private WC, ample counter space and an illuminated mirror.

<i>Room Category</i>	<i>#</i>	<i>Beds</i>	<i>Size (m²)</i>	<i>View (sq ft)</i>	<i>View</i>
- Four Seasons Executive Suite	3	1 King	72	775	Skyline of Marunouchi business district
- Deluxe Premier Room	10	1 King or 2 queen	65	700	Pacific Century Place courtyard and Tokyo International Forum
- Premier Room	10	1 King or 2 queen	52	560	Pacific Century Place courtyard and Tokyo International Forum
- Superior Room	28	1 King	44	474	Tokyo Station and skyline of Marunouchi business district or Sotobori Street
- Chairman's Suite	1	1 King	160	1,722	Tokyo Station and skyline of Marunouchi business district
- Deluxe One-Bedroom Suite	2	1 King	102	1,098	Sotobori Street
- One-Bedroom Suite	3	1 King	88	947	Tokyo Station and skyline of Marunouchi business district

Guest Room Overview

Generously sized Superior Rooms on floors three to six offer views of Tokyo Station and the Marunouchi skyline. For those requiring added space, Premier Rooms and the more spacious Deluxe Premier Rooms overlook the courtyard of Pacific Century Place and Tokyo International Forum. Separating the living and sleeping areas and adding a powder room, Four Seasons Executive Suites ensure privacy for informal in-room meetings or entertaining.

Suites Overview

All suites at Four Seasons Hotel Tokyo at Marunouchi are positioned on the corners of the tower, for panoramic wall-to-wall perspectives of the city, even from the egg-shaped tub in the oversized bathrooms.

Amply proportioned One-Bedroom Suites – and, on the upper floors, the larger Deluxe One-Bedroom Suites – are each furnished with a sofa bed, making them ideal for family travel. In addition to exceptional comfort, the Chairman's Suite provides an excellent venue for small business meetings, including private dinners for up to 10 guests.

FOUR SEASONS EXECUTIVE SUITE

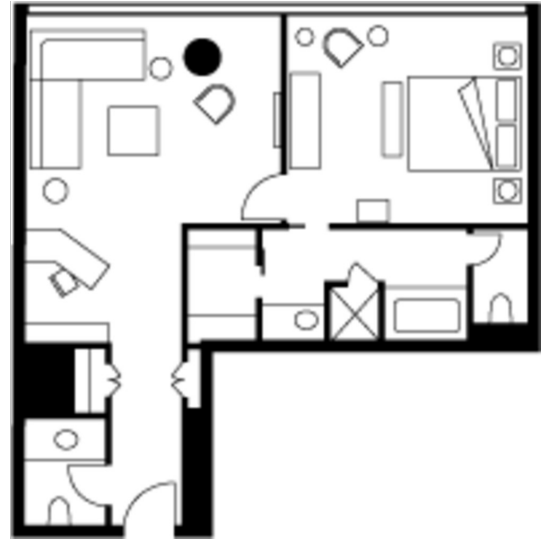
Number 3
Beds King bed
Size 72 m²
775 sq ft

Location

3rd to 5th floors

View

Skyline of Marunouchi business district



DELUXE PREMIER ROOM

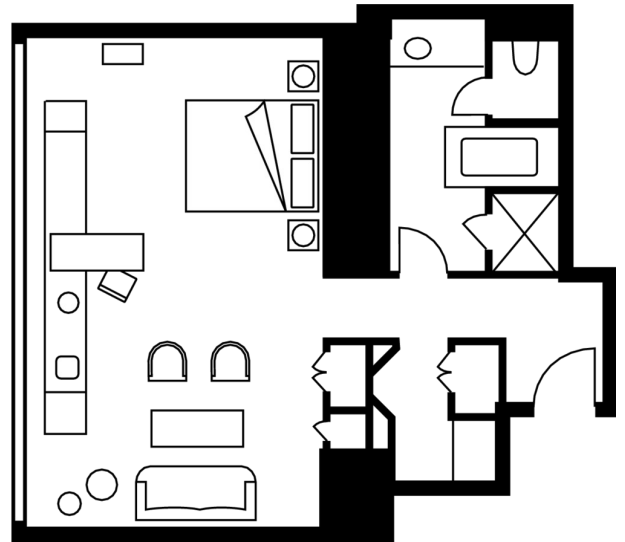
Number 10
Beds King or two queen beds
Size 65 m²
700 sq ft

Location

3rd to 6th floors

View

Pacific Century Place courtyard and
Tokyo International Forum



SUPERIOR ROOM

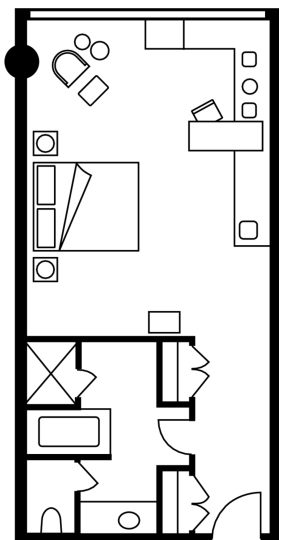
Number 28
Beds King bed
Size 44 m²
474 sq ft

Location

3rd to 6th floors

View

Tokyo Station and skyline of
Marunouchi business district or
Sotobori Street



CHAIRMAN'S SUITE

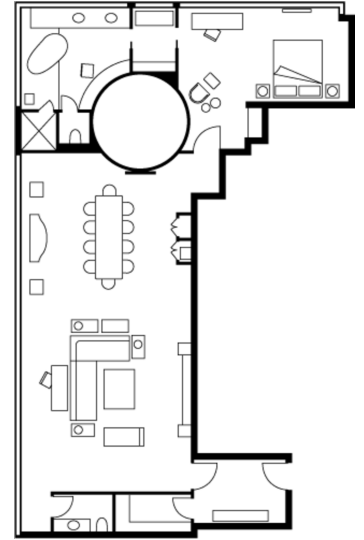
Number 1
Beds King bed
Size 160 m²
1,722 sq ft

Location

Sixth floor

View

Tokyo Station and skyline of
Marunouchi business district



ONE-BEDROOM SUITE

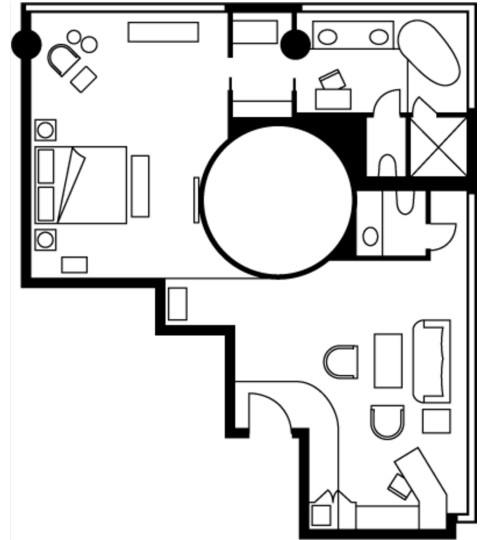
Number 3
Beds King bed
Size 88 m²
947 sq ft

Location

3rd, 4th and 5th floors

View

Tokyo Station and skyline of
Marunouchi business district



AMENITIES

- CD player
- Down duvets
- Down pillows
- DVD player
- Fax machine on request
- Hair dryer
- Hypo-allergenic pillows on request
- In-room safe
- In-room safe suitable for a laptop computer
- Interactive television
- Multi-line telephone(s) with voicemail
- Plasma/LCD screen television
- Printer on request
- Refrigerated private bar
- Satellite television
- Thick terry bathrobes
- Twice-daily housekeeping service
- Wireless Internet access

GUEST SERVICES

- 24-hour In-Room Dining
- 24-hour laundry/dry-cleaning/pressing
- 24-hour multilingual Concierge
- Complimentary overnight shoeshine
- Non-smoking rooms
- One-hour pressing
- Restaurant
- Services and amenities for younger guests
- Valet parking

VIP GIFTS AND WELCOME AMENITY

Special arrangements can be made for clients to purchase welcome amenities and gifts for their VIP guests.

DINING HOURS OF OPERATION

ekki BAR & GRILL

Breakfast	6:30 am - 10:30 am
Lunch	11:30 am - 2:30 pm
Brunch (Saturday and Sunday)	11:30 am - 2:00 pm
Afternoon tea (Monday to Friday)	2:00 pm - 5:00 pm
Afternoon tea (Saturday and Sunday)	2:30 pm - 5:00 pm
Dinner	5:30 pm - 10:00 pm

Lobby Lounge and Bar

Saturday to Thursday	10:00 am - midnight
Friday	10:00 am - 1:00 am

In-Room Dining

Breakfast	6:30 am - 10:30 am
All-day dining	10:30 am - 10:00 pm
Overnight	10:00 pm - 6:30 am

DINING

Choose ekki BAR & GRILL for an international breakfast, business lunch, afternoon tea or elegant evening dining. Relax and enjoy fine spirits or a weekend brunch. Browse a sophisticated and satisfying menu of casual fare at Lobby Lounge and Bar.

RESTAURANTS

ekki BAR & GRILL

In a sophisticated and contemporary setting with views of the surrounding cityscape, ekki BAR & GRILL is a modern grill offering premium Japanese beef, including Kobe and Sendai, the freshest seafood from the Tsukiji fish market, including Hokkaido scallops and abalone, and high-quality vegetables from around Japan. ekki BAR & GRILL also features a boutique wine list and creative cocktails. With an informal and cosy atmosphere, ekki BAR & GRILL is the perfect destination for both personal and business occasions.

- Cuisine: Contemporary grill
- Indoor seating: 66 plus 24 at the bar

LOUNGES

Lobby Lounge and Bar

The Lobby Lounge and Bar offers a wide variety of drinks and light snacks in a sophisticated yet contemporary setting. The lounge's unique, modern design features an attractive bar made of Australian walnut and floor-to-ceiling windows with a view of the dynamic urban landscape.

- Indoor seating: Lobby Lounge seats 22 and the Bar seats 24

RECREATION FACILITIES

Keep up your routine on the treadmills in the well-equipped fitness studio high above the streets of Tokyo. Release some jet-lagged tensions in the steam room. Reward and recharge yourself with massage, skin-care and body treatments in the spa.

SPA SERVICES

The Spa at Four Seasons Hotel Tokyo at Marunouchi offers a quiet and relaxing setting away from the bustle of the city. Guests can unwind with a massage in one of two private treatment rooms, or simply relax with a refreshing beverage in the spacious lounge. Separate men's and women's changing areas feature wet spa facilities, which include a steam sauna, jet showers and a traditional Onsen bath.

FITNESS FACILITIES

The 24-hour fitness studio features extensive up-to-date cardiovascular equipment, weight-training equipment and free weights.

- Size: 322 m² / 3,466 sq ft

JOGGING

Tokyo's most popular jogging route is the outer moat of the Imperial Palace, home to Japan's Imperial family. The early morning is an especially favoured time, and one in which you will encounter many fellow joggers. The Concierge can provide you with a map of the route, as well as directions to the Palace. Located three blocks/five minutes from the Hotel, one loop of the route is approximately five kilometres (three miles).

INCENTIVE ACTIVITIES

Sample itinerary

Four Seasons is pleased to help customise itineraries for your group or party. The following is a sample group itinerary. We invite you to discuss your needs with us.

- Day 1 Arrival at Hotel
After your arrival, relax and refresh:
- Work out in the fitness centre.
 - Enjoy a massage or rejuvenating body treatment in the Spa.
- Afternoon
- Shop in Ginza, one of the world's most prestigious shopping districts.
 - Go on a self-guided tour of the Marunouchi area.
 - Enjoy ekki AFTERNOON – our exclusive and cutting-edge afternoon tea at ekki BAR & GRILL.
- Evening
- Join us at a Welcome to Tokyo reception in the Four Seasons Executive Dining Room and savour the sweeping views of Tokyo.
-
- Day 2 Morning
Enjoy breakfast at leisure, then choose from:
- A tour of Tokyo – discover its fascinating past, today's cosmopolitan way of life and the city's exciting future.
 - A visit to Tokyo's highlights, including Sensoji, a large Buddhist temple in Asakusa, and Akihabara, an area with over 300 electronics stores.
 - An enjoyable lunch in Omotesando or Harajuku, or experience the delights of local restaurants.
- Afternoon
- Work out in the fitness centre or enjoy a treatment in the Spa.
 - Go on a self-guided bicycle tour to the Imperial Palace.
- Evening
- Savour an exhilarating dinner in ekki BAR & GRILL, one of the most popular restaurants in Tokyo.
-
- Day 3 Day
Enjoy breakfast, then choose from:
- A visit to Kamakura, former city of the shoguns and home to one of the biggest Buddhas in Japan.
 - A visit to Nikko, a town in the mountains surrounded by nature and home to a beautiful shrine complex.
 - A day at the Tokyo Disney Resort.
- Evening
- Spend a fun-filled evening enjoying the nightlife in Roppongi, one of Asia's largest entertainment districts.
-
- Day 4 Day
Enjoy breakfast, then choose from:
- A visit to Tsukiji, the biggest fish market in the world, and savour fresh sushi.

- A visit to Kyoto, the former capital of Japan, only two and a half hours away by bullet train.
- An enjoyable day of golf.
- A treatment or workout at the Hotel's Spa and fitness centre.

Evening

Bid farewell to Tokyo at a gala dinner in the Four Seasons Executive Dining Room located on the 31st floor, with stunning views of the city.

Day 5

Morning

Enjoy breakfast, then choose from:

- A last-minute shopping trip in Ginza and Marunouchi.
 - A leisurely day until your departure.
-

Rooms	Dimensions		Size		Height		Classroom	Hollow square	U-shape	Theatre	Reception	Banquet rounds	Conference/boardroom
	(m)	(ft)	(m ²)	(sq ft)	(m)	(ft)							
- Private Dining Room 1	7 x 5	23 x 16	35	377	2.7	8.8	-	-	-	-	20	-	16
- Private Dining Room 2	12 x 8.6	39 x 28	100	1076	2.7	8.8	60	36	30	60	60	60	24