













PALACE HOTEL TOKYO



Meetings & Events

- All function rooms are open and airy, offering natural light and scenic views of the Imperial Palace gardens
- All function rooms are equipped with wired LANs for video conferencing and the sharing of audio, video and data between venues
- State-of-the-art projectors, powered screens, lighting and sound systems can be adapted to accommodate any type of meeting or event
- A 3-ton capacity industrial lift measuring 2.2m x 2.2m x 5.3m can facilitate the installation of large-scale exhibits. E.g. automobiles

2F		Ceiling Height		Floor Area							Capacity (pax)
		(m)	(ft.)	(m ²)	(ft ²)	Dining	Reception	Classroom	Theater	Hollow Sq.	
Aoi	Full span + Foyer			1,580	17,007	-	1,500	-	-	-	
	Full span			1,160	12,486	630	1,200	900	1,440	-	
	2/3	7.0	23.0	759	8,170	380	800	550	900	-	
	1/2			570	6,135	280	500	400	600	-	
	1/3			379	4,079	180	300	200	350	-	
Ume	Full span	3.5	11.5	198	2,131	90	130	132	210	66	
	1/2			108	1,162	50	70	60	112	42	
Tachibana	Full span	3.5	11.5	215	2,314	100	140	144	272	72	
Hagi	Full span	3.5	11.5	150	1,615	70	90	90	168	54	
	1/2			81	872	30	50	54	75	30	

4F		Ceiling Height		Floor Area							Capacity (pax)
		(m)	(ft.)	(m ²)	(ft ²)	Dining	Reception	Classroom	Theater	Hollow Sq.	
Yamabuki	Full span + Foyer			708	7,621	-	600	-	-	-	
	Full span	4.5	14.8	563	6,060	330	500	405	720	-	
	1/2			265	2,852	150	200	180	290	-	
Fuyo	Full span	4.0	13.1	130	1,399	60	80	90	140	60	
	1/2			66	710	30	40	36	60	30	
Nadeshiko	Full span	4.0	13.1	99	1,066	40	60	63	100	42	
	1/2			50	538	20	30	27	50	24	
Kikyo	Full span	4.0	13.1	84	904	50	50	54	90	36	

*For rooms that may be divided, the figures show the largest capacity for each divided pattern.



PALACE HOTEL TOKYO



Boardroom & Meeting Rooms

Boardroom Facilities

- 85-inch plasma display
- 120-inch screen
- Projector
- Ceiling speakers
- Blu-ray / DVD / CD / MD player
- Wired and wireless high-speed Internet access

Meeting Room Facilities

- 80-inch screen
- Projector
- Ceiling speakers
- Blu-ray / DVD / CD / MD player
- Wired and wireless high-speed Internet access

Room Name	Ceiling Height		Floor Area		Capacity (pax)
	(m)	(ft.)	(m ²)	(ft ²)	
Boardroom			220	2,368	28
Meeting Room I	2.5	8.2	42	452	12
Meeting Room II			45	485	12
Meeting Room III			28	300	6

* Boardroom dimensions include anteroom (90m²). Meeting Room II offers a flexible layout.

* For Meeting Room III facilities, please inquire.