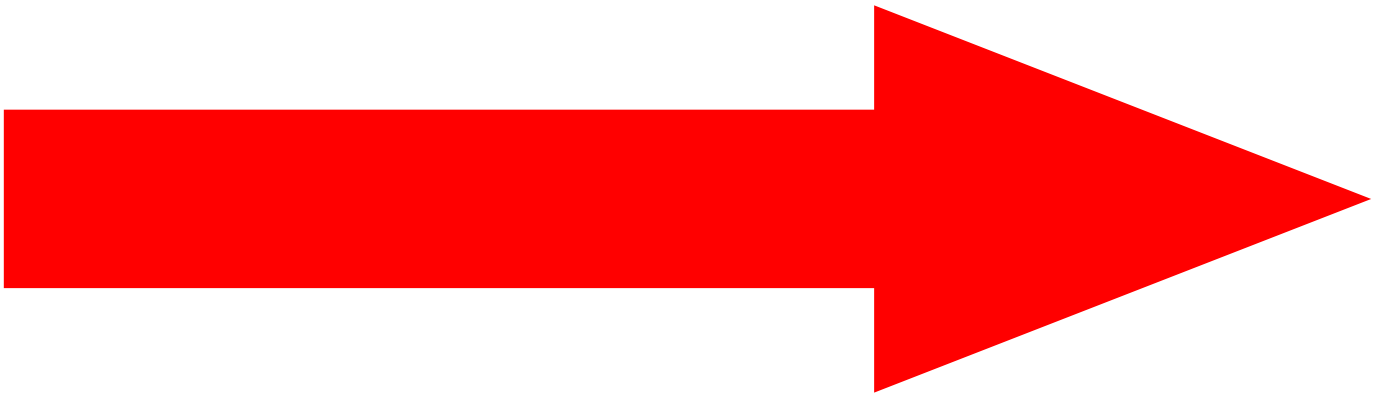予約窓口