

Muromachi Mitsui Hall & Conference User Guide

Before using our facilities, please be sure that you have read and understood this User Guide, as well as our Terms of Service. Please be aware that this User Guide may be changed without prior notice. In the event of any conflict with this User Guide or the Terms of Service, the figures given on a quote, application form, and/or invoice will take precedence.

1. Facility Overview

- **Location:**
3F COREDO Muromachi Terrace
- **Address:**
3-2-1 Nihonbashi-Muromachi, Chuo-ku, Tokyo 103-0022
- **Hours:**
9:00 a.m. – 9:00 p.m.
(Excluding New Year's Day and days set aside for facility maintenance, etc.)
- **Reception Hours:**
9:00 a.m. – 5:00 p.m. (weekdays only)
- **For inquiries:**
Telephone: +81-3-3548-8933
Email: muromachi-mitsuihall@mfbm.co.jp
- **Access:**
Direct link to Mitsukoshimae Station on the Tokyo Metro Ginza Line
Direct link via underground passageway to Shin-Nihombashi Station on the JR Sobu Line (Rapid)



2. Pricing

(1) Hall Prices

Hall

Yen / (Excluding Consumption Tax)

Reservation Start	Floor Area (㎡)	Ceiling Height (m)	Capacity				Base Venue Fee 9:00-21:00	Equipment Fee			Technical Management Fee Per Day 9:00-21:00
			Classroom		Theater	Buffet		Per Day			
			3-Person Seating	2-Person Seating				Audio	Lighting	Video	
1 Year in Advance	373	5.9	306	204	420	200	1,130,000	60,000	30,000	130,000	50,000

Usage Fee within Designated Hours	Extension Fee Outside Designated Hours	Technical Management Fee Outside Designated Hours	Personnel Costs Outside Designated Hours	Setup Fee	
Per Hour	Per Hour	Per Hour	Per Person Fee during Outside Designated Hours	The following setup requires additional charges:	
9:00-21:00	8:00-9:00 21:00-22:00	8:00-9:00 21:00-22:00	8:00-9:00 21:00-22:00	Electric Elevation Seating Floor Setup	Exhibition Setup
100,000 *Minimum 5 Hours~	110,000	8,000	30,000 *From 2 persons~	30,000	60,000

*Preparation days will be offered at a special rate of 30% off the basic venue fee. (Applicable for one day per event from 9:00 to 21:00)

*Foyer, pantry, waiting room, cloakroom, venue-owned equipment, and layout setup are included in the basic venue fee and usage fee within designated hours.

<Foyer> Area: 213 sqm, Ceiling Height: 3.6m, Standing: 100 people.

*Additional equipment and various operators (arranged by outside parties) will be charged separately. Please refer to the separate price list.

*Additional handling management fees may apply depending on the amount of materials for loading and unloading. Please contact the in-house logistics center (03-5201-8277) as soon as possible.

(2) Conference Prices

Conference

Yen / (Excluding Consumption Tax)

Reservation Start	Room	Floor Area (㎡)	Ceiling Height (m)	Capacity					Venue Fee						Extension Fee	
				Classroom		Theater	Buffet	Hollow Square	9:00-12:00	13:00-17:00	18:00-21:00	9:00-17:00	13:00-21:00	9:00-21:00	Per Hour	
				3-Person Seating	2-Person Seating										9:00-21:00	8:00-9:00 21:00-22:00
3 Months in Advance *1 year in advance for reservations with the hall	Room A+B	162	3.4	108	72	140	80	60	190,000	242,000	190,000	420,000	416,000	572,000	52,000	58,000
	Room A	81		54	36	70	40	36	95,000	121,000	95,000	210,000	208,000	286,000	26,000	29,000
	Room B	81		54	36	70	40	36	95,000	121,000	95,000	210,000	208,000	286,000	26,000	29,000
	Room C	25		—	—	—	—	18	19,000	25,000	19,000	49,000	48,000	69,000	7,000	8,000

*Ceiling-mounted projector, screen, microphones (standard quantity), and standard layout furniture (tables/chairs) are included in the venue fee.

*Room C cannot be reserved on its own. (Room C can be reserved if booked with the hall or Room A+B).

*Additional handling management fees may apply depending on the amount of materials for loading and unloading. Please contact the in-house logistics center (03-5201-8277) as soon as possible.

3. Booking

■ Booking Availability Period

- Hall: From up to one year in advance of the first day of your event, to the day of your event.
- Single conference rooms: From up to three months in advance of the first day of your event, to the day of your event.

(When booking in combination with the Hall, the booking may be made from up to one year in advance of the first day of your event, to the day of your event.)

*In the event that the earliest possible date on which you may book your event falls on a Saturday, Sunday, public holiday, or a day on which the facility is closed, you may make your booking on the next business day, unless otherwise stipulated by Muromachi Mitsui Hall & Conference.

■ Booking Hours

(1) Hall

The Hall may be booked for a minimum of 5 hours between 9:00 a.m. and 9:00 p.m.

(2) Conference

Please choose one of the following time slots.

- (1) 9:00 a.m. – 12:00 p.m. (2) 1:00 p.m. – 5:00 p.m. (3) 6:00 p.m. – 9:00 p.m. (4) 9:00 a.m. – 5:00 p.m.
(5) 9:00 a.m. – 9:00 p.m.

*When booking in combination with the Hall, the standard booking times for the Hall will apply.

■ How to Book

- Please contact us by telephone or email for availability. A representative will provide you with the details, at which time you can request a preliminary booking.
- You will be provided with a quote based on the specifics of your event. Your preliminary booking will be valid for one week after your quote is issued. Your room (s) will be secured during that time.
- Please fill in the required information on the application form, sign the form, and send it to Muromachi Mitsui Hall & Conference. Please submit your application while your preliminary booking is still valid (one week after your quote is issued). If you do not submit an application during that time, your preliminary booking will expire.

- Once we have received the application form, your booking is complete. If your booking is canceled after it has been finalized, a cancellation fee will apply.

- *Depending on the specifics of your event, our facility may be unable to host.

- *Your initial quote will be a general estimate of the facility usage fees (venue fees, room rates) for your event. Once the details have been finalized, if there are any changes, we will provide you with another quote.

- *Muromachi Mitsui Hall & Conference reserves the right to cancel your booking in the event that there are any discrepancies between the specifics of your event as you have communicated them to us and the information provided on your booking application form, etc.

4. Payment

■ Advance Payment of Room Rates

- After your booking has been finalized, we will issue you an invoice for the applicable facility usage fees (venue fees and room rates), and you will be billed for the corresponding amount. Please pay the full amount by bank transfer to the specified account at least one month in advance of the date of your event.

- *Please be aware that if we have not received your payment by the specified date, your booking request will be voided at your expense, and you will be subject to any applicable cancellation fees.

- *We are unable to accept payment in cash or by credit card.

- *You will be responsible for any applicable bank transfer fees.

■ Additional Post-Event Billing

- After your event, you will be issued a final, post-event bill for all remaining fees (including layout setup fees; administrative fees; waiting room, coat check, and equipment fees; technical assistance fees; additional furnishing fees; and all other ancillary service fees). Payment must be submitted by the end of the month following the final day of your event.

Once you have your invoice, please pay by bank transfer to the specified account.

< Paying by Bank Transfer >

Bank Name: Sumitomo Mitsui Banking Corporation

Branch Name: Hinagiku Branch

- *The Hinagiku Branch is Sumitomo Mitsui Bank's dedicated branch for deposit transfers.

Account Name: Mitsui Fudosan Building Management Co., Ltd., Business Solutions Division, Operations Department

Account Number: (Standard) *****

- *To best serve you, we maintain separate transfer accounts for each customer. The account number will be provided on your invoice.

5. Canceling After Finalizing a Booking

■ Canceling Your Booking

- If for any reason (including a change in venue or date) you wish to cancel your booking after the booking has been finalized, please submit the designated Cancellation Form. Cancellation fees based on the scheduled date of your event will apply. Please note that you will still be charged a cancellation fee if your booking has been canceled due to non-payment of fees by the specified date, even if you have not submitted a Cancellation Form.

■ Cancellation Fees (Including Extension Fees)

Cancellation fees are as follows. No taxes will apply to any cancellation fees.

- From the time your booking is finalized to the end of reception hours on the day prior to the date 61 days prior to the 1st day of your event:

50% of the price for your event as scheduled (venue fees and room rates)

- From the day 60 days prior to the 1st day of your event to the end of reception hours on the day prior to the date 31 days prior to the 1st day of your event:

75% of the price for your event as scheduled (venue fees and room rates)

- From the day 30 days prior to the 1st day of your event to the day of your event:

100% of the price for your event as scheduled (venue fees and room rates)

•If your use of the facilities has concluded during your scheduled event time:

100% of the price for your event as scheduled (venue fees and room rates)

*In the event that any change to the number of days of your booking or the rooms booked results in your bill total being reduced, the amount of the reduction will be subject to cancellation fees.

*Regarding fees for canceling prior to payment of facility usage fees, you will be issued an invoice after your cancellation is confirmed. Please pay by the last day of the month following the date of the invoice.

*Regarding fees for canceling after you have paid the applicable facility usage fees, after your cancellation has been confirmed, you will be billed for any amount remaining after the fees that you have already paid, with the cancellation fee reduced accordingly.

■ **Cancellation of Ancillary Services and Other Pre-Arranged Items**

•Cancellation fees will apply in accordance with any canceled services, etc.

6. Using Other Services/Furnishings

■ **Layout Changes**

•Layout setup fees apply for both the Hall and Conference facilities. After your booking has been finalized, please consult with your Event Coordinator to determine your desired layout. The details of your layout must be finalized at least two weeks in advance of the date of your event. Please be aware that we may be unable to accommodate any changes requested within two weeks of the date of your event.

•If you wish to have the layout changed during your event, a separate fee will apply. You will be provided with a quote. •If you are changing the layout of the chairs/desks in a room during the event yourself, please ensure that the furniture stays within that room throughout the process, and is not placed in the hallway, etc.

■ **Digital Signage**

•You have the option of having information such as the name of your event displayed on the digital sign outside the entrance to the Hall and/or Conference Rooms. Please email the information you would like to have displayed to your Event Coordinator at least one week in advance of the date of your event.

■ **Advance Preparations/Consultation**

•Please make your final decision on all details including your desired venue layout, equipment, furniture, furnishings, and ancillary services and notify your Event Coordinator at least two weeks prior to the date of your event.

■ **Submitting Application Forms to Muromachi Mitsui Hall & Conference**

•If you intend to bring any display items or equipment, etc., to the venue, please submit your Loading/Unloading Permit Application and Loading/Unloading Registration to Muromachi Mitsui Hall & Conference at least 10 days (excluding Saturdays, Sundays, and public holidays) in advance of the first day of your event.

•Regarding the loading and unloading of cargo, additional handling fees may apply depending on the amount of cargo and the required loading/unloading time. Our Logistics Center (Sagawa Express) will provide you with a separate quote. Please register directly with the Logistics Center at that time.

•If necessary, we may request that you submit additional documents.

■ **Shipping and Advance Storage of Cargo**

•If you need to have cargo stored prior to your event and/or shipped after your event, all arrangements will need to be made in advance. Please be sure to consult with your Event Coordinator when making your booking.

•If you intend to store or ship any large items or large quantities of items, you may be required to rent an event room as a storage area. An additional fee will apply. •Please be advised that Muromachi Mitsui Hall & Conference bears no responsibility of any kind in the unlikely event that an item being stored on the premises is lost or damaged, etc.

■ **Disposing of Garbage**

•In most cases, you will be required to dispose of any garbage.

•If you are requesting garbage cleanup services from Muromachi Mitsui Hall & Conference, an additional fee will apply. If necessary, you may be required to procure the services of a waste disposal company at your own expense.

■ Restrictions on Outside Food and Beverages

- Refreshments will be provided by a company specified by Mitsui Fudosan. Please speak to your Event Coordinator about your requirements. Outside food or beverages may not be brought into the facility.
- Catering and bento box services are available from companies specified by Mitsui Fudosan only. Please ask your Event Coordinator about catering options and for referrals to catering companies. (When ordering, you will order directly from the catering company.)
- Any garbage resulting from catering preparations must be removed from the premises by you or by the catering company during your scheduled event time.
- Muromachi Mitsui Hall & Conference bears no responsibility of any kind in the unlikely event of any foodborne illness, infection, or accident, etc., caused by any food or drink provided by any catering company.

■ Restrictions on Outside Equipment

- We can make the necessary arrangements for equipment, including audio and lighting equipment, for your event. If you wish to make your own arrangements for equipment at your own expense, please consult with your Event Coordinator in advance, and make said arrangements only after obtaining the consent of Muromachi Mitsui Hall & Conference. When loading/unloading, installing, or otherwise handling any equipment or other items that you have brought to the facility, please follow the directions of your Event Coordinator.

■ After Your Event

- You will be responsible for cleanup at the conclusion of your event.
- Please arrive at the venue on time and leave within the scheduled time frame. Please be aware that if you have not left within the scheduled time frame, you may be billed for a time extension.
- In the event of any damage or staining to any room or furnishings, you may be billed separately for the cost of repairs.

7. Notices

■ Venue Capacity and Arrangements for Security Personnel and Guides

- If you are expecting large numbers of people on the premises during your event, we will ask that you make arrangements for security personnel and/or guides as necessary. This applies even when requesting guides and information personnel from Muromachi Mitsui Hall & Conference. Please make any arrangements as necessary.
- Please be aware that we may turn away any attendees in excess of the venue capacity.

■ Smoking Areas

- All rooms at Muromachi Mitsui Hall & Conference are non-smoking. A smoking area is available on the 3rd floor.

■ About Setup and Other Required Work

- Regarding the layout setup and all other setup work associated with your event, including the setup and/or installation of any fixtures, heavy items, and electronics, please consult with your Event Coordinator about the details in advance. When performing any such work, please follow the directions of your Event Coordinator.
- If you will be performing any work that requires a license or other qualifications, including electrical work or platform operation, please submit a copy of said license/qualifications in advance.
- When planning your layout and/or the installation of any fixtures, please take care to ensure that the exits and fire extinguishers are not obstructed.
- Any work to install temporary connections to the building's power distribution board, internet lines, or telephone lines will be performed by a company designated by Muromachi Mitsui Hall & Conference. Please consult with the company designated for the installation and your Event Coordinator in advance. Any necessary work will then be performed at your expense and will be your responsibility. You will be placing an order for any such work directly with the designated company.
- In the event that there is any possibility of damage or staining to any facilities, furnishings, or ancillary equipment, etc., during the process of loading and/or unloading cargo, please follow the directions provided by Muromachi Mitsui Hall & Conference and apply a protective covering to the floor and walls as instructed. Any such work will be performed at your expense and will be your responsibility.
- Regarding the loading and unloading of cargo, please refer to and abide by the Loading/Unloading Guide (separate

link).

■ Using the Facilities

- If your event will produce any noise, odors, or vibrations, please consult with us in advance. Please be aware that depending on the specifics of your event, we may be unable to host it.
- No dangerous goods (including lighters, etc.) or other items that may inconvenience other guests may be brought into the building.
- We ask that you refrain from standing and speaking outside of the building, as it may inconvenience other guests.
- Please refrain from posting any posters or stickers on the walls or windows. Items including sign stands and poster stands are available for this purpose for an additional fee.
- Please refrain from waiting or speaking loudly in the areas around the entrances to the building or any of the building's common areas, including hallways, as it may inconvenience other guests.
- Any children entering the building must be under your supervision and/or the supervision of a guardian. Please ensure that they do not run inside the building, and take care to prevent any accidents or dangerous behavior. Muromachi Mitsui Hall & Conference bears no responsibility of any kind in the event of any injury or other harm sustained due to any fall or accident on the premises.
- Please refrain from bringing any animals (service dogs for people with visual or hearing impairments or other disabilities excluded) into the building.

■ Reporting to Relevant Government Agencies

- In the event that it is necessary to submit an application or report of any kind to any government agency or other relevant authority, please notify your Event Coordinator of the details in advance. You will be responsible for submitting any such application or report. Please follow the instructions of the relevant authority.
- Please submit a copy of the approved report(s) to Muromachi Mitsui Hall & Conference at least one week in advance of your event. •Regarding the contents of any report and any directives or permits, a review may be conducted by a representative from the relevant authority. Please be sure to keep all written reports and permits and cooperate with any necessary reviews.

■ Emergency Alarm

- If any of the building's smoke detectors are triggered, an Earthquake Early Warning is received, or any other emergency occurs, the Disaster Prevention Center will activate the emergency alarm, which will be heard throughout the 3rd floor of the building, including the Hall and Conference Rooms.
- Please be aware that Muromachi Mitsui Hall & Conference bears no responsibility of any kind in the unlikely event that your event is interrupted, canceled, or otherwise impacted as a result of the use of the emergency alarm.

■ Regarding Noise During Events at Oyane Terrace

- Located outside on the ground floor, Oyane Terrace is a space that hosts a range of events. These events may include sound and light shows. When using the Conference facilities at these times, some noise and light may be noticeable. Please keep this in mind when making your booking.
- Please be aware that Muromachi Mitsui Hall & Conference bears no responsibility of any kind in the unlikely event of any impact upon any event being held in the Conference Rooms, including interruption or cancelation, and that Muromachi Mitsui Hall & Conference will be unable to accommodate any request to interrupt or suspend any event at Oyane Terrace.

■ Coordination with Other Facilities on the Premises, in the Building, and in the Surrounding Spaces

- Please be aware that it will not be possible to coordinate your event with any other event or display taking place at any of the other Muromachi Mitsui Hall & Conference venues, on the Nihonbashi Muromachi Mitsui Tower premises, or in any of the advertising, video media, or event spaces, etc., available for rent in any of the surrounding facility areas.

■ Using the Outdoor Terrace or Balcony

- The entrances to the outdoor terrace and balcony are locked at most times. If you wish to have them unlocked, please consult with your Event Coordinator in advance. A key will be loaned to you.
- If you are unlocking the entrance to the outdoor terrace, for safety reasons relating to wind, we ask that you refrain from leaving the glass door to the outdoor terrace open continuously.

- Food and drink are permitted on the outdoor terrace and balcony. Please refer to the section of this guide entitled Restrictions on Outside Food and Beverages.
- Garbage bins are not available on the outdoor terrace or balcony. Any garbage must be removed from the premises by you or by the catering company within the designated time frame of your event.
- For safety reasons, we ask that you refrain from posting or placing any signs, flags, or banners, etc., or bringing any equipment (including video or lighting equipment; heavy items; items requiring power cords, etc.; or any other equipment that may cause damage or staining to the floors or walls) or other large items into these areas.
- Please refrain from all of the following: shouting or causing noise or vibrations; posting signs or stickers on the windows, floors, or walls, etc.; entering or littering in the planters; touching any of the furniture or other furnishings (tables, chairs, lighting equipment, monitors) that were in the area when you entered; placing items in any location that may obstruct the opening or closing of any door; placing any dangerous, unsanitary, or odorous items in the area; entering while intoxicated; and any other conduct that may endanger the safety of any guest.
- Please be aware that in the event that we have determined that ensuring your safety would be prohibitively difficult due to reasons such as inclement weather, we may restrict access to the outdoor terrace and/or balcony.

■ Other Regulations

If any of the following are judged by Muromachi Mitsui Hall & Conference staff to apply, you will be unable to use the facilities.

1. You have engaged in, or are suspected of engaging in, conduct that violates any law or regulation or is contrary to commonly accepted social standards
2. You have been identified as a member of a criminal organization
3. Your presence may cause inconvenience or discomfort to any third party, including any other guests
4. A submission you have provided while making your booking (including the information on your application form and the details of your event) is deemed to contain false information
5. Your event is deemed liable to generate noise that may cause inconvenience to any third party, including any other guests
6. Your use of the facilities is judged by Muromachi Mitsui Hall & Conference staff to be undesirable for reasons such as potential impact on any third party, including any other guests
7. Your conduct is in violation of the Terms of Service

Please be aware that the contents of this guide may be changed without prior notice.

If any discrepancies occur between you, the Administrators and the Owner, these Terms shall be governed by and construed under the Japanese version of these Terms and our User Guide.