

Rates

Rates include use of projectors, screens and internet connection

In JPY, including tax

Room	Layout: Capacity	Floor space	3-hour use (9:00-12:00) (18:00-21:00)	4-hour use (13:00-17:00)	8-hour use (9:00-17:00) (13:00-21:00)	All day use (9:00-21:00)	Extension (30 min.)
ROOM 1	Classroom: 30 Conference: 30 Standing: 30	84m ²	92,400	134,200	214,500	269,500	20,900
ROOM 2	Classroom: 72 Conference: 42 Standing: 70	147m ²	158,400	233,200	355,300	430,100	34,100
ROOM 3	Classroom: 54 Conference: 36 Standing: 50	101m ²	116,600	167,200	265,100	333,300	26,400
ROOM 4	Classroom: 54 Conference: 36 Standing: 50	101m ²	116,600	167,200	265,100	333,300	26,400
ROOM 5	Classroom: 54 Conference: 36 Standing: 50	101m ²	116,600	167,200	265,100	333,300	26,400
ROOM 6	Classroom: 54 Conference: 36 Standing: 50	101m ²	116,600	167,200	265,100	333,300	26,400
ROOM 1+ Connecting Room	Classroom: 42 Conference: 36 Standing: 45	97m ²	106,700	155,100	247,500	311,300	24,200
ROOM 3+4 or 4+5	Classroom: 108 Conference: 60 Standing: 100	202m ²	213,400	309,100	492,800	618,200	49,500
ROOM 2+3	Classroom: 120 Conference: 66 Standing: 120	248m ²	249,700	364,100	570,900	705,100	53,900
ROOM 3+4+5	Classroom: 168 Conference: 84 Standing: 160	303m ²	320,100	464,200	739,200	927,300	72,600
ROOM 2+3+4	Classroom: 180 Conference: 90 Standing: 180	349m ²	356,400	518,100	817,300	1,031,100	78,100
ROOM 2+3+4+5	Classroom: 300 Standing: 300	450m ²	475,200	672,100	1,012,000	1,234,200	102,300
Boardroom A	10	24m ²	14,300/1h				
Boardroom D	6	16m ²	8,800/1h				
Boardroom E	6	14m ²	8,800/1h				

Cancellation and changes

The following will be charged:

- 1) Cancelling a reservation
- 2) Switching rooms
- 3) Changing the date or time of use

Fee for cancelling or changing a reservation:

- 1) Up to 60 days prior to the reservation date:
10% of fee
- 2) From 59 to 8 business days prior to the reservation date:
50% of fee
- 3) Less than 8 business days prior to the reservation date:
100% of fee

- Rooms must be tidied and returned to their original condition within the allotted time of use.
- Occupancy that crosses time frames (3-hours use before/ after 4-hour use will be charged as 8-hour (all day) use.
- Extension of use is contingent on availability.
- Occupation beyond normal hours of operation is contingent on availability and circumstance.
- Above fees are subject to change at any time.
- Standard layouts are classroom-format and conference-format. Other layouts can be arranged at extra cost.
- The Connecting Room is accessible only from Room 1.
- Boardrooms can be used as a holding area while a conference room is in use. Use of boardrooms will be charged at the rates shown above.