

Fees and Usage Rules

(Conference Rooms One-Day Members)

1. Membership Fees

- Daily fee: 2,500JPY (excluding tax)
- Admission only available on the date of use of Tekko Conference Rooms.
- Payments shall in principle be made by credit card.

2. Meeting Rooms

Usage Fees

Including Tax

Room	Capacity	Size	Hours	Price	Pricing unit
Boardroom A	10 seats	24m ²	7:00~21:00	¥14,300/1h	per hour
Boardroom D	6 seats	16m ²		¥8,800/1h	
Boardroom E	6 seats	14m ²		¥8,800/1h	
Symphony	10 seats	78m ²		¥187,000/3h	per 3 hours

Reservation Process

- Reservations shall be made at reception.
- The number of people in a meeting room must not exceed the number of seats indicated above.

Payment

- Fees for using a meeting room should in principle be paid by credit card when reserving the room.
- Please note that refunds will not be made following cancellation due to member circumstances.

Process on Day of Reservation

- Meeting rooms may be accessed five minutes before the reservation time. Please report to reception 10 minutes before your reservation time.
- Reception will check the details of your reservation (name, usage time, number of users) and show you to your room.
- Extension of usage time is possible only if no other user is waiting for the room to become available.

Cancellations

- Cancellations must be made at reception during operating hours.
- Cancelled reservations will be refunded as shown below. Transfer charges will be subtracted from refunds.

Up to 60 days

in advance:

90% of fees

59 days to 8 working days

in advance:

50% of fees

Less than 8 working days

in advance:

0% of fees

3. Loss of Keys (lockers, shower room)

Please promptly inform reception if you lose locker or shower room keys lent by the Lounge.

Members shall be responsible for the cost of replacing keys.