

Fees and Usage Rules

(Limousine Bus One-Day Members)

1. Membership Fees

- Daily fee: 8,000 JPY (excluding tax)
- Admission only available on the date of use.
- Use on days closed and outside of operating hours shall be decided separately.
- Payments shall in principle be made by credit card.

Note: One-day membership is available only to Limousine Bus passengers who board or debord at the Tekko Building (Tokyo Station Yaesu North Exit) terminal.

2. Meeting Rooms

Usage Fees

Including Tax

Room	Capacity	Size	Hours	Price	Pricing unit	Reservations
Boardroom A	10 seats	24m ²	7:00~21:00	¥9,900/1h	per hour	On the day
Boardroom D	6 seats	16m ²		¥6,600/1h		On the day
Boardroom E	6 seats	14m ²		¥6,600/1h		On the day

Reservation Process

- Reservations should be made at reception.
- Meeting rooms can be reserved from a maximum of three hours at a time.
- When one-day members use a meeting room all accompanying users should be either regular members or eligible for one-day membership.

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 should be made at reception during operating hours.
- Cancellation will incur a 100% charge.

3. Use of Facilities

- Maximum usage hours for rooms other than meeting rooms are as follows:
Work booths: 3 hours
Shower room: 30 minutes
Massage chairs: 30 minutes
- THE JEXER TOKYO Annex may be reserved for 2,200 JPY (including tax).
Please submit a Letter of Consent Regarding Use of Facilities to THE JEXER TOKYO Annex.

4. 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.