

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

Excluding Tax

| Room | Capacity | Size | Hours | Price | Pricing unit | Reservations |
|-------------|----------|------------------|------------|-----------|--------------|--------------|
| Boardroom A | 10 seats | 24m ² | 7:00~21:00 | ¥8,000/1h | per hour | On the day |
| Boardroom D | 6 seats | 16m ² | | ¥5,000/1h | | On the day |
| Boardroom E | 6 seats | 14m ² | | ¥5,000/1h | | 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: 1 hour
Massage chairs: 30 minutes
- THE JEXER TOKYO Annex may be reserved for 2,000 JPY (excluding 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.