Fees and Usage Rules
(Regular Members)

1. Membership Costs

(including tax)

	Admission	Security Deposit*	Monthly Fee
Individual	¥110,000	¥100,000	¥55,000
Corporate	¥220,000	¥200,000	¥110,000

* Refundable

- Each Individual Memberships is limited to one person, each corporate memberships is limited to two people.
- Members can be accompanied by up to 4 guests per session.
- Consumption tax will be added to the admission fee and monthly fees.

2. Use of boardrooms A～E and Symphony suite

Rates

(including tax)

Room	Capacity	Floor space	Hours	Usage Fee	Fee Unit	Reservations
Boardroom A	10 seats	24㎡	7:00~21:00	¥9,900/1h	per hour	on the day
Boardroom B	10 seats	30㎡		¥9,900/1h		from 2 months prior
Boardroom C	6 seats	17㎡		¥6,600/1h		from 2 months prior
Boardroom D	6 seats	16㎡		¥6,600/1h		on the day
Boardroom E	6 seats	14㎡		¥6,600/1h		on the day
Symphony	10 seats	78㎡		¥187,000/3h	per 3 hours	from 2 months prior

Reservation Procedure

- Reservations are accepted during hours of operation by telephone at 03-6630-2756 or at the reception desk.
- Use of boardrooms is limited to a maximum of 3 hours per session.
- Usage fees cover occupancy of the respective rooms by the number of people indicated above under Capacity.
- Use of facilities is limited to the reserved boardroom other than members and their guests (4 maximum).

Payment

- Payment by credit card is preferred.
- For Symphony, please deposit payment within 7 working days (including day of use) prior to the date of occupancy.
- Payments are final and will not be refunded.

On the day of use

- Please report to the reception desk 10 minutes before the start of occupancy.
- Rooms can be occupied from 5 minutes before the start of the reserved time period.
- We will guide you to your room after confirming your reservation and number of occupants.
- Extension of use is contingent on availability.

Cancellation

- Cancellations are accepted during hours of operation by telephone at 03-6630-2756 or at the reception counter.
- Cancelled reservations will be refunded as shown below. Transfer charges will be subtracted from refunds.

7~3 working days in advance	2~1 working days in advance	On the day
70% of fees	50% of fees	0% of fees

3. Charge for issuance of membership card and receipt of refundable deposit

¥2,200 (including tax) per card or receipt.

4. Loss of locker or shower room key

- Please notify us immediately if you lose a locker key or shower room key.
- You will be charged for the cost of replacing keys.

Updated: April 2022
October 2026

TEKKO executive lounge & CONFERENCE ROOMS