

Rates

Rates include use of projectors, screens and internet connection

In JPY, not including tax

Room	Layout: Number of Seats	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	84m ²	71,000	103,000	172,000	216,000	16,000
ROOM 2	Classroom: 72 Conference: 42	147m ²	122,000	179,000	285,000	346,000	27,000
ROOM 3	Classroom: 54 Conference: 36	101m ²	89,000	128,000	213,000	268,000	21,000
ROOM 4	Classroom: 54 Conference: 36	101m ²	89,000	128,000	213,000	268,000	21,000
ROOM 5	Classroom: 54 Conference: 36	101m ²	89,000	128,000	213,000	268,000	21,000
ROOM 6	Classroom: 54 Conference: 36	101m ²	89,000	128,000	213,000	268,000	21,000
ROOM 1 + Connecting Room	Classroom: 42 Conference: 36	97m ²	82,000	119,000	199,000	250,000	21,000
ROOM 3+4 or 4+5	Classroom: 108 Conference: 60	202m ²	164,000	238,000	396,000	497,000	39,000
ROOM 2+3	Classroom: 120 Conference: 66	248m ²	192,000	280,000	459,000	567,000	43,000
ROOM 3+4+5	Classroom: 168 Conference: 84	303m ²	246,000	357,000	594,000	746,000	58,000
ROOM 2+3+4	Classroom: 180 Conference: 90	349m ²	274,000	399,000	657,000	815,000	62,000
ROOM 2+3+4+5	Classroom: 300	450m ²	366,000	518,000	815,000	993,600	83,000
Boardroom A	10	24m ²	12,000/1h				
Boardroom D	6	16m ²	7,500/1h				
Boardroom E	6	14m ²	7,500/1h				

**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 after use.
- Occupancy that crosses time frames (3-hour 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 areas while a conference room is in use. Use of boardrooms will be charged at the rates shown above.