

1. Usage times

(1) Days of operation: Open all year round (except January 1)

Please be aware that the facility may close temporarily for facility/equipment inspections, etc.

(2) Operating hours: 9:00-21:00

Please inquire regarding usage of the facility prior to the event date for preparations and setup, as well as for usage before 9:00 or after 21:00.

The rental time shall be deemed as the time from unlocking to locking of the facility. Please plan your usage time to include the time required for preparations and dismantling.

(3) Usage times

Tokyo Midtown Hall: Bookings can be made for the following blocks: "9:00-17:00" "13:00-21:00" "9:00-21:00"

Tokyo Midtown Conference: Bookings can be made for slots of at least 3 hours in duration, between 9:00-21:00.

2. Application for usage

(1) Application acceptance start dates

Tokyo Midtown Hall: 1 year prior to date of usage

Tokyo Midtown Conference: 6 months prior to date of usage

(2) Submission of the usage application form

Once we receive your inquiry, we will inform you of the schedule/venue and provide you with a 'Usage Application Form.' Please mail your application to our facility after completing the necessary sections and affixing your seal.

Your booking will be complete once we receive your application and issue a duplicate of the application.

*Your booking will be subject to cancellation charges from the moment that the booking is complete (receipt of application).

*Your usage application may be denied after the details of your inquiry have been confirmed.

*If the information that we have received regarding the event and contents on the application form are found to be false, we may release your booking.

(3) Mailing address

To: Tokyo Midtown Hall & Conference, 9-7-2 Akasaka, Minato-ku, Tokyo 107-0052, Japan

3. Payment method and deadlines

<Tokyo Midtown Hall>

1) Deposit (30% of the room charges)

.....Within 14 days from the date of billing

2) Remaining room charges

.....By at least 5 business days prior to the date of usage

3) Final balance (additional room charges, cost of food and beverages, cost of technical staff, electricity usage charges, network costs, etc.)

.....By the end of the month following the month of the final usage date.

<Tokyo Midtown Conference>

1) Room charge (100%)

.....By at least 5 business days prior to the date of usage

2) Final balance (additional room charges, cost of food and beverages, cost of technical staff, etc.)

.....By the end of the month following the month of the final usage date.

<Payee>

Mitsui Sumitomo Bank (Nihonbashi Branch), ordinary account 7855483 Account name: Tokyo Midtown Management Co., Ltd.

* Please note that customers are responsible for covering the service charge incurred by the remittance.

*Cash, credit cards, and electronic payments, etc. are not accepted.

* Please be aware that in the event that payment of the deposit and any remaining charges are not received by the specified due date, this will be regarded as a cancellation, and the booking will be released.

4. Cancellation of bookings

If the user cancels a booking (including changes of venue and/or date and time) due to his or her own circumstances after the usage application has been received by us, a 'Cancellation Form' should be submitted.

The following cancellation fees shall be incurred, using the usage date as the start date.

<Tokyo Midtown Hall>

•Up to 60 days prior to the date of usage30% of the room charges

•From 59 days to 30 days prior to the date of usage 50% of the room charges

•From 29 days prior to the date of usage to the date of usage.....100% of the room charges

<Tokyo Midtown Conference>

•Up to 60 days prior to the date of usage 30% of the room charges

•From 59 days to 10 days prior to the date of usage 50% of the room charges

•From 9 days prior to the date of usage to the date of usage100% of the room charges

*Cancellations of requested devices/equipment and food and beverages, etc., will also incur the corresponding cancellation fees.

Steps for Usage

Inquiry

Please feel free to inquire by telephone or e-mail regarding your requirements.

Our facility staff will provide you with information regarding the facility's functions, services, and usage methods, etc.



Scheduling

We shall discuss the schedule/venue with you based on your requests.



Estimate Facility tour

We shall provide an estimate and layout based on your request.

If desired, we shall arrange a tour of the facility.



Application

After completing the necessary sections of the "Usage Application Form" and affixing your seal, please mail it to our facility.

Your booking will be complete once we receive the Usage Application Form and issue a duplicate of the application.



Preliminary meeting

First, please inform us of your requests and your plans.

We shall plan out various details regarding the layout, required equipment, and catering, etc.

Please feel free to inquire about various arrangements that we can assist you with.

All details shall be confirmed at least one week prior to the event date.



Hall

Deposit

30% of the room charges shall be paid as a deposit.

Please transfer the payment into our specified bank account within 14 days from the date of billing.



Remaining room charges

The remaining room charges shall be paid.

Please transfer the payment into our specified bank account by at least 5 business days prior to the date of usage.

Conference

100% or room charges

The room charges (100%) shall be paid.

Please transfer the payment into our specified bank account by at least 5 business days prior to the date of usage.



Your event

Final balance payment

We shall bill you for all charges based on your statement of accounts.

Please transfer the payment into our specified account by the end of the month following the month of the final usage date.

If you have any questions, please contact us. (Weekdays 9:00-18:00)
Tokyo Midtown Hall & Conference
9-7-2 Akasaka, Minato-ku, Tokyo 107-0052, Japan
Phone: +81(0)3-3475-3103 / E-mail: TMHC@tokyo-midtown.co.jp