



SHIBAURA HOUSE

Space Rental Terms of Use (2020.10.27 updated)

■ Booking Procedure

1. Preliminary Visit

If you are using SHIBAURA HOUSE for the first time, please book your time to check the space before booking. You can book the preliminary visit by phone (+81 (0)3-5419-6446). Please check equipment such as projector and monitors on site, if you are considering using them.

2. Online Booking (Booking Confirmation)

Please follow the online instructions for your booking. (<https://reserva.be/shibaura>)

We only accept online booking.

- * There is no holding time. Once you make a booking, it is final.
- * Please inquire in advance if you are booking for more than 7 days or need to book multiple floors.
- * Booking can be made six months in advance of the scheduled rental day.
- * By making your booking we assume that you have agreed with our rental policy.
- * Please be aware that the cancellation policy will be in effect when the user cancels the booking.

3. Assessment

We will assess your submitted booking and reply within a few days. Please note that we may not be able to rent out the space depending on the assessment. In this case, we will not charge a cancellation fee.

4. Invoice and Payment

Full payment to be made in advance

Please transfer the payment to our bank account within 14 days of the invoice issue date.

- * If you didn't make the payment in time, we may cancel your booking.

If we had to cancel the booking due to not receiving a reply or payment, you may not be allowed to use our space in the future.

- * Please inform us in advance if you require a receipt.

* If you decide to extend the hours of rental on the day, please pay the additional cost in cash to our staff on duty.

■ Rental Hours

Weekdays, Saturdays, Sundays, Public Holidays (Including setting up and taking down)

■ Rental Price

* All prices are inclusive of tax

A. Commercial	Weekdays 9:00-21:00	①Saturdays, Sundays, Public Holidays ②Irregular Hours ③On-the-day Extension	More than two of ①~③ are applicable	Weekdays Full Day	Saturdays, Sundays, Public Holiday Full Day
				Per Hour	
1F	34,000	43,000	56,000	275,000	360,000
2F	11,000	15,000	19,000	110,000	143,000
3F	14,000	18,000	24,000	135,000	172,000
5F	28,000	36,000	47,000	220,000	286,000

B. Non- commercial	Weekdays 9:00-21:00	①Saturdays, Sundays, Public Holidays ②Irregular Hours ③On-the-day Extension	More than two of ①~③ are applicable	Weekdays Full Day	Saturdays, Sundays, Public Holiday Full Day
				Per Hour	
1F	7,000	9,000	11,000	70,000	86,000
2F	7,000	9,000	11,000	66,000	86,000
5F	17,000	22,000	28,000	135,000	175,000

* The co-working space Relations runs on the 3rd floor. (<https://relations.tokyo/>)

* Minimum 2 hours rental, bookable in 30-minute units.

* Rental fee is charged inclusive of time used for preparation, setting up and taking down.

* If you are interested in using the space for commercial photoshoots and filming, please contact us separately as we take these inquiries via an agency.

■ Additional Charge

For the following cases, the pricing will be different from weekdays, as seen in the chart. A different rate will be used to calculate the corresponding hours, and an invoice will be issued.

①If you wish to rent on Saturdays/Sundays/Public holidays.

②If you are renting outside of the usual rental hours (Examples: 8:00-9:00, 21:00-22:00)

③If you make an extension unexpectedly on the rental day.

(Example: A booking was made for 10:00-14:00, but the user extends until 15:00 on the day.)

④If more than two of the above three situations (①~③) apply.

(Examples: The user makes a one-hour extension on the day, and the rental was on Saturdays/Sundays/Public holidays./The user rented from 21:00 to 22:00 on the day, unexpectedly, outside of the usual rental hours.)

■ Parking (Car and Bicycle)

Please use the nearby coin parking for cars and bicycle parkings.

■ Smoking Area

Smoking is strictly prohibited inside and on the outside property of our building. Please refer to the smoking area in front of the station.

■ Sale Consignment

If you would like SHIBAURA HOUSE to sell your products we take a 25% commission from the sales price.

■ Cancellation Policy

When the booking is completed, a cancellation fee will be put in effect immediately if the rental service is canceled by the user. We will return the amount after the bank commission is deducted from the cancellation fee.

30 days before the scheduled rental . . . 30%

Between 29 days to 11 days before the scheduled rental . . . 50%

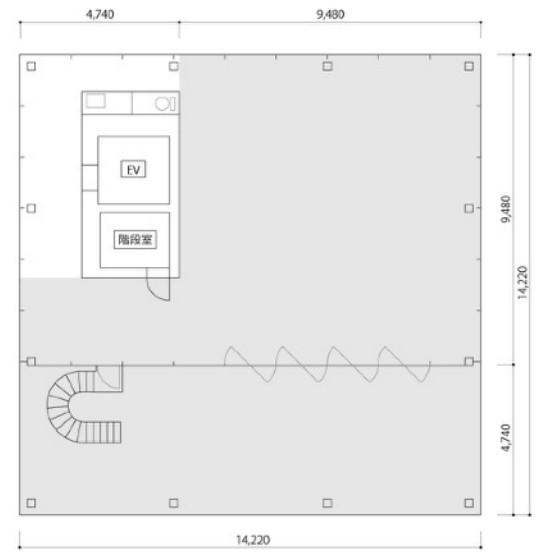
Between 10 days before to the day of the scheduled rental . . . Full rental price

* In case of unforeseen circumstances beyond the user's control such as natural disasters, unexpected accidents, traffic interruptions due to severe weather causing the user unable to travel, if our venue is hit by a disaster rendering us unable to provide the service, we would return the rental fee in full. However, we are not liable for any damage caused to the user in any such cases.

■ Facilities

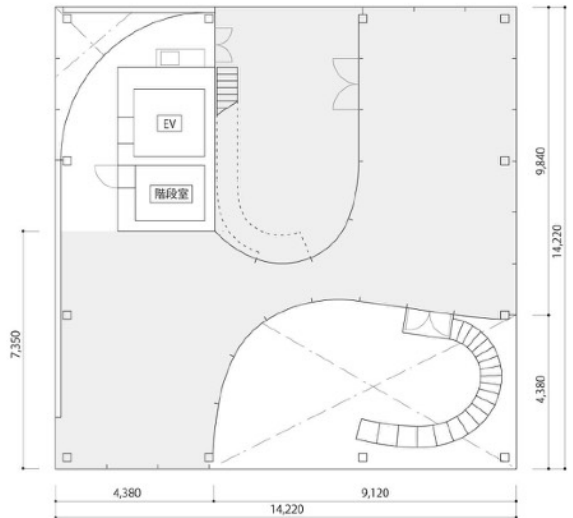
5F

Floor size	90 m ² (terrace 65m ²)
Ceiling height	5.2 m (terrace 8.2m)
Floor	Carpet
Facilities	Raised floor, 1 toilet (unisex)
Fixtures and fittings (free of charge)	7 tables (1500 mm×600 mm) 2 tables (1500 mm×700 mm) 60 chairs Audio equipments (A set of speakers, 2 wireless microphones and 2 pinned microphones) Small kitchen
Fixtures and fittings (payment)	Projector ¥2,500/h (within 4 hours) ¥5,000/day (over 4 hours)
Maximum capacity	80



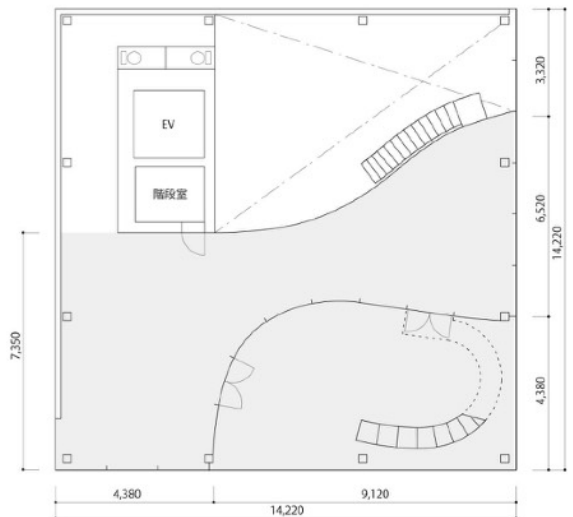
3F

Floor size	80m ² (terrace 35m ²)
Ceiling height	3.9m (terrace 9.1m)
Floor	Carpet
Facilities	Raised floor, wireless LAN
Fixtures and fittings (free of charge)	2 tables (1800 mm×900 mm) 7 tables (fan shaped) 1 Sofa (1800 mm×780 mm) 15 chairs Small kitchen
Fixtures and fittings	IH cooking heater ¥500/day TV monitor (50 inch)
Maximum capacity	40



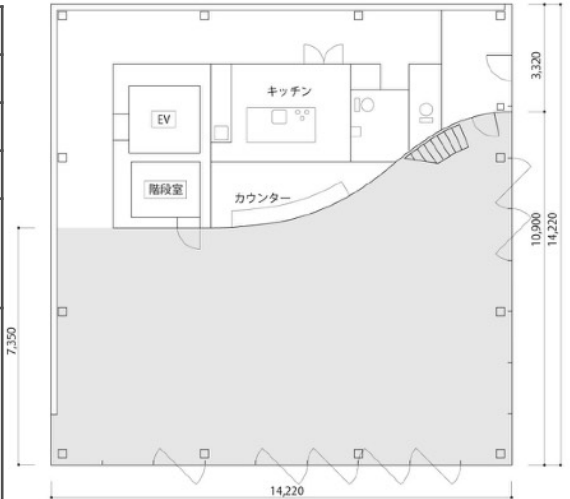
2F

Floor size	65 m ² (terrace 40m ²)
Ceiling height	3.8m (terrace 8.3m)
Floor	Carpet
Facilities	Raised floor, wireless LAN, 2 toilets (separate women/men)
Fixtures and fittings (free of charge)	1 counter table (3000 mm×600 mm) 4 stools 2 tables (1800 mm×900 mm) 3 round tables (∅ 950 mm)
Fixtures and fittings	TV monitor (65 inch) ¥2,500/h (within 4 hours) ¥5,000/day (over 4 hours)
Maximum capacity	30



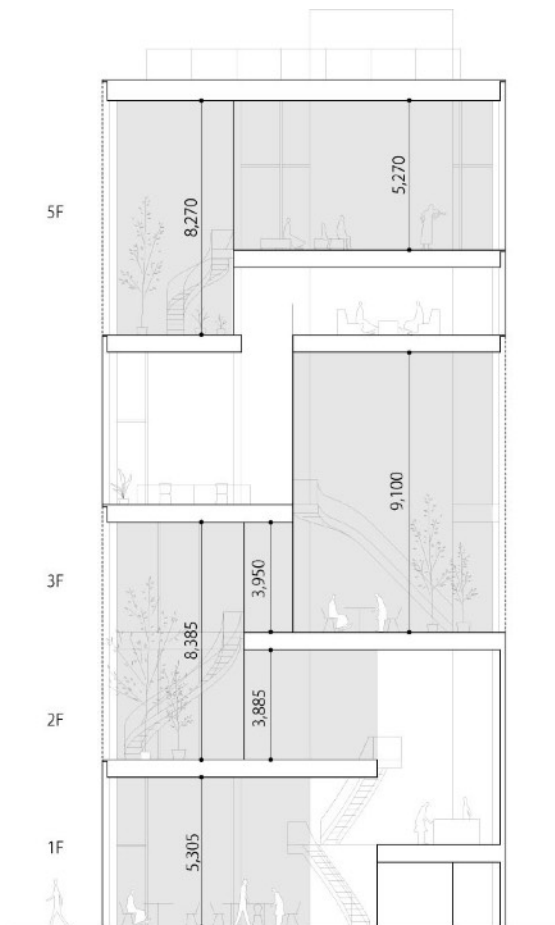
1F

Floor size	100㎡
Ceiling height	5.2m
Floor	Lightweight concrete
Facilities	Wifi LAN, 2 toilets (1 unisex, 1 accessible toilet)
Fixtures and fittings (free of charge)	6 tables (1900 mm×1000 mm) 26 chairs
Fixtures and fittings (payment required)	Kitchen (sink and refrigerator) ¥5,000 (within 4 hours) ¥10,000 (over 4 hours) IH cooking heater ¥500/day A set of speakers, amplifier and 3 handheld microphones. ¥2,500 (up to 4 hours) ¥5,000 (more than 4 hours)
Maximum capacity	80



* Kitchen supplies can be surveyed during a preliminary visit.

Side view



***5F Equipments**

Audio system

- Diversity wireless tuner TOA WT-1822、WT-1824
- Stereo mixer TOA M-110
- Digital power amp TOA DA-150F (150W×4ch), DA-150FH (150W×4ch-H), DA-250F (250W×4ch), DA-250FH (250W×4ch-H)
- Wireless L-shaped antenna TOA YW-510
- Power distributor TOA PD-1130
- In-build ceiling speaker system BOSE 230/230TR
- Wireless microphone tie-pin TOA WM-1320
- Wireless microphone hand-held TOA WM-1220

Projector

- HITACHI CP-SX635J

Elevator size

800mm (width), 2000 mm (height), 1600 mm (depth)

1F door size

Staff entrance (East) 1280 mm (width)×2050 mm (height)

Front entrance (East) 1050mm (width)×2750mm (height)

■ Cancellation of a User

Engagement in any of the following activities may result in cancellation of the rental agreement. We might cancel your booking, even if the booking was already being confirmed. (In this case, the cancellation fee mentioned in the previous section will be applied.) We are not liable towards any damage caused by this.

- Activities against public policies and illegal activities.
- Activities that cause annoyance to the surrounding environment and/or others.
- Preparing and organizing event-related activities inside and outside of our premises without the permission of SHIBAURA HOUSE. (Photo shoot, advertisement, distribution of printed matters, asking for donation, religious activities, political activities, sales, various solicitations etc.)
- If the event organizers/co-organizers/supporters participates in violent or illegal activities, anti-social activities or dubious activities.. If SHIBAURA HOUSE understood that the event is profiting such organizations.
- Bringing ignitable/explosive/dangerous goods, and/or activities that damage our building and facilities.
- If SHIBAURA HOUSE concludes that you falsely submit information upon booking.
- Activities related to religion, including solicitation.
- Transfer/Sublease the right of use to the third person.
- If SHIBAURA HOUSE recognizes that the term of use has been breached by the user even after our caution.
- In other cases where SHIBAURA HOUSE recognizes that the administration/management is inappropriate.

* We ask the user to compensate in full, if any of the above mentioned situations causes damage to our property.

■ Sound

Please be aware that we may ask you to reduce the volume in order to prevent the sound leaking to other floors and neighboring properties. If the event organizer breaches a previously agreed use of sound, please be aware that we may stop the event prematurely.

■ Caution

- Please have a meeting with our staff about the schedule and setting up at the venue and use of the facilities, two weeks prior to the date scheduled to rent.
- Please explain in detail if you are organizing events with food and drinks.
- Users must take responsibilities in providing security at the venue and directing participants in case of evacuation.
- Users must have a person responsible during the rental service including preparation and de-installing, and must make an effort in preventing accidents and managing events smoothly.
- Users will be charged for the cost of damage to our building/facilities/supplies.
- In cases of accidents resulting in injury or death or incidents relating to damage and theft of goods, we will not take liability, unless it is our gross negligence.
- We only permit food and drinks to be brought in if there was a prior agreement, as part of our hygiene management. If you would like to cook within the facility, we charge ¥2,000 per hour (inclusive of tax). Please use an IH cooker instead of a cooking stove as open fire is prohibited. Please bring cooking utensils, tableware and cutlery if you require them as we don't rent them out.
- Please bring trash with you. If you would like us to throw it away, we charge ¥550 per bag.

- Taping and nailing onto the building, facilities and goods that are property of SHIBAURA HOUSE are prohibited.
- As a principle we do not permit a display of signage and/or an advertisement.
- You need our permission if you are selling goods.
- Food and drinks can only be enjoyed on floors 1F and 5F. (Drinks only are permitted on 2F and 3F)
- Smoking is strictly prohibited inside as well as in front of SHIBAURA HOUSE and the surrounding area.
- The person responsible for the event must be present at all times during the booked hours.

■ Discharge and Compensation of Damage

- Safety management of disaster and crime prevention is the responsibility of the user while the space is used. The person responsible for the event must be present at all times during the booked hours.
- Users must inform themselves about the location of the emergency exit and disaster prevention equipment in preparation for the emergency and the safety of the participants and related parties.
- If many people are expected to come to the event and form a crowd inside and outside of our facility, it is the responsibility of the user to provide a security/guard during the rental service.
- Please do not cause nuisances towards neighboring residents and buildings by sitting outside and/or making noise. Please beware that we may enter the rental spaces to maintain the security in our facility, if we find it necessary.
- We may ask you to move equipment from a disaster prevention point of view, if SHIBAURA HOUSE sees a need to do so during the event.
- The following items are prohibited in our space: Flammables, ignitable, explosives, gasolines, dangerous goods, vile odor goods, exceptionally large quantities of goods, and other items prohibited by law.

■ Setting Up/Taking Down and Temporary Property Storage

- SHIBAURA HOUSE is not liable for any damage that occurs during transport, setting up, taking down and storing equipment and material that is property of the user.
- The following items cannot be delivered in advance or left with us during the rental service. Valuables, artworks, delicate equipment, dangerous goods, fresh food, live animals.
- The user is not allowed to set up and/or take down outside the booked hours.

■ Setting Up Announcements and Displays

- Users must seek permission from SHIBAURA HOUSE in advance if the user desires to display advertisements including event announcements and signages in the building. If SHIBAURA HOUSE has to remove these signages, the cost will be invoiced accordingly.

■ Restoring the Space

- We will invoice and charge necessary expenses if SHIBAURA HOUSE recognize that there will be a cost and workload in order to recover the space to its original state, from the damage, loss and defacement caused by the user to our properties including the interior and exterior of the architecture, facilities, fittings and rented goods.
- Users must bring home all the waste materials and trash from setting up and dismantling or decorating the space, when finished using. Please do not leave any trash in the building. If the

unwanted materials and trash are not cleared, we will charge the cost to throw them away.

- Please return the space as you found it when the event is finished. Our staff will do an inspection with you. SHIBAURA HOUSE will do a basic cleaning, but if the room requires special cleaning, the cost will be invoiced to you.

■ Inquiries

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