



# Roppongi Hills

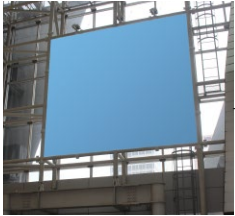
Introduction to Mori Building Facilities for events and advertising

**Guide to Roppongi Hills Facilities and  
Media for Events and Advertising**



**MEDIA**

WEST WALK NORTH SIDE



WEST WALK SOUTH SIDE



BACKLIT AD BOXES ★



POSTER BOARDS ★



METRO HAT VISION



METRO HAT



UNDERGROUND CONCOURSE BACKLIT AD BOXES



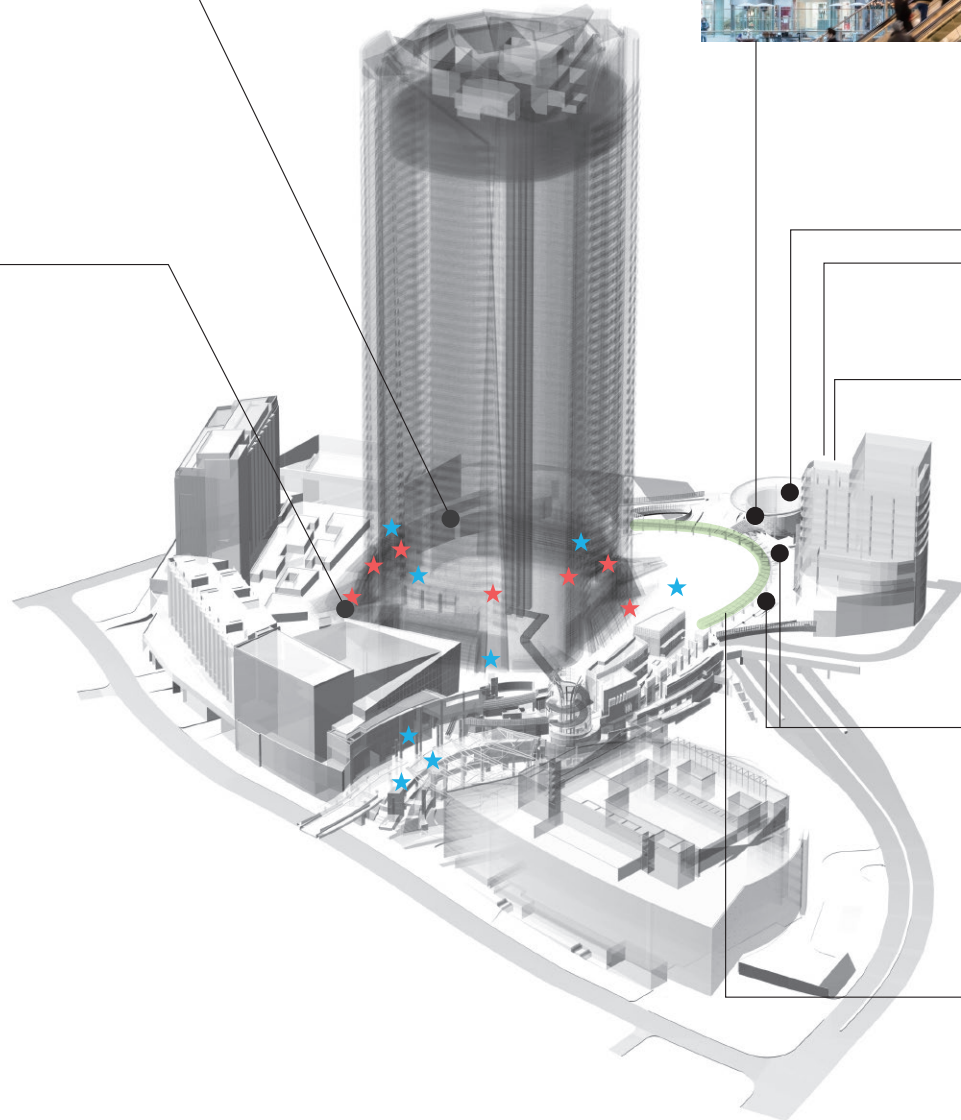
ART BOARDS



WATERSCAPE



CANOPY PILLARS



## METRO HAT (OUTER)

These large-scale advertising banners displayed at the gateway to the town are the iconic media of Roppongi Hills. The ad space is over 300 m<sup>2</sup>, capturing the attention of not only visitors to The Hills but also passers-by and traffic traveling on Roppongi-dori Ave. and the Tokyo Metropolitan Expressway. Their overwhelming impact on the city can generate buzz and valuable publicity.

### METRO HAT OUTER RIM

Media	Sheet (affixed)
Location	Metro Hat Outer Rim wall (facing Roppongi-dori Ave.)
Size	H13,050xW34,950mm (maximum)
Sales period	7 days (including 1 day of installation)
Notes	Displayed from indoors



## METRO HAT (INNER)

Offers an overwhelming 360-degree advertising development on the inner rim of “Metro Hat,” a large-scale media located on a major artery for visitors to Roppongi Hills. This area has the most passers-by and it is possible to capture the attention of those entering or leaving Roppongi Hills.

### Metro Hat Inner Rim

Media	Banner (tarpaulin)
Location	Metro Hat Inner Rim Section from Roppongi Station (Hibiya Line) concourse to 66 Plaza
Size	H4,200~8,500×W62,700mm (maximum)
Sales period	7 days (including 1 day of installation)
Notes	Installed on existing art wire. There are restrictions on the scope of display.

### Metro Hat Center Suspension

Media	Hanging media
Location	Metro Hat Inner Rim Section from Roppongi Station (Hibiya Line) concourse to 66 Plaza
Size	Banner: H8,000×W4,800mm
Sales period	7 days (including 1 day of installation)
Notes	There are restrictions on what can be displayed.



Metro Hat

## ART BOARDS

A new form of street media for Roppongi Hills, located on the inflow line of traffic from the direction of Roppongi intersection, which is busy both day and night. The six poster panels arranged in the line of sight of pedestrians easily catch the eye, and command the attention of viewers in the same way as an art gallery. The work displayed on these panels by outstanding creative artists are the likely targets to be photographed by smartphones, which is expected to generate a buzz amongst the audience.

Note: Certain conditions apply regarding the sale of this media. Please contact the person in charge for details.

### ART BOARDS

Media	Backlit FF sheet (SIP)
Location	North Tower (facing Roppongi-dori Ave.)
Size	6 panels Outer dimensions: H2,120×W1,476mm Inner dimensions: H2,000×W1,356mm
Sales period	7 days
Notes	Mounting: FF sheet



ART BOARDS

## WATERSCAPE & CANOPY PILLARS

The escalator from Metro Hat, the gateway to Roppongi Hills, takes visitors to 66 Plaza, a popular rendezvous spot. With its high visibility, the unique "waterscape" and canopy media in the relaxing green space with its iconic spider objet d'art captures the attention of not only Hills visitors, but also businesspeople going to Mori Tower.

Note: Certain conditions apply regarding the sale of this media. Please contact the person in charge for details.

### WATERSCAPE

Media	Sheet (affixed to glass surface)
Location	66 Plaza periphery
Size	Waterscape A: H3,085×W14,860mm Waterscape C: H3,085×W14,620mm
Sales period	7 days (including 1 day of installation)
Notes	Lighting: Upright Usually water falls from above creating the unique waterscape

### CANOPY PILLARS

Media	Sheet (affixed)
Size	Pillars: 15, Media surfaces: 30 Upper width 575/Lower width 785/ Height 1,305mm
Notes	Affix sheet to canopy pillar wall surface



▲Waterscape



▲Waterscape



▲Canopy pillars



Waterscape

## METRO HAT VISION

Situated above the symbolic Hills gateway which boasts the highest traffic of incoming visitors, this media enjoys superb exposure and is one of the few large-scale color displays of its kind in Japan. From the escalator, it delivers both high visibility and attention rates.

### METRO HAT VISION

Media	Video (with audio)
Location	Metro Hat Interior at the exit from Roppongi Station (Hibiya Line) concourse
Size	260-inch (18.8m)
Aspect ratio	16:9
Display time	8:00 am to 12:00 am (16 hours)
Exposure period	1 day or more



METRO HAT VISION



▲METRO HAT VISION



## UNDERGROUND CONCOURSE BACKLIT AD BOXES

These large-size media are strategically located in the underground concourse connecting Roppongi Hills and Roppongi Station (Tokyo Metro Hibiya Line).

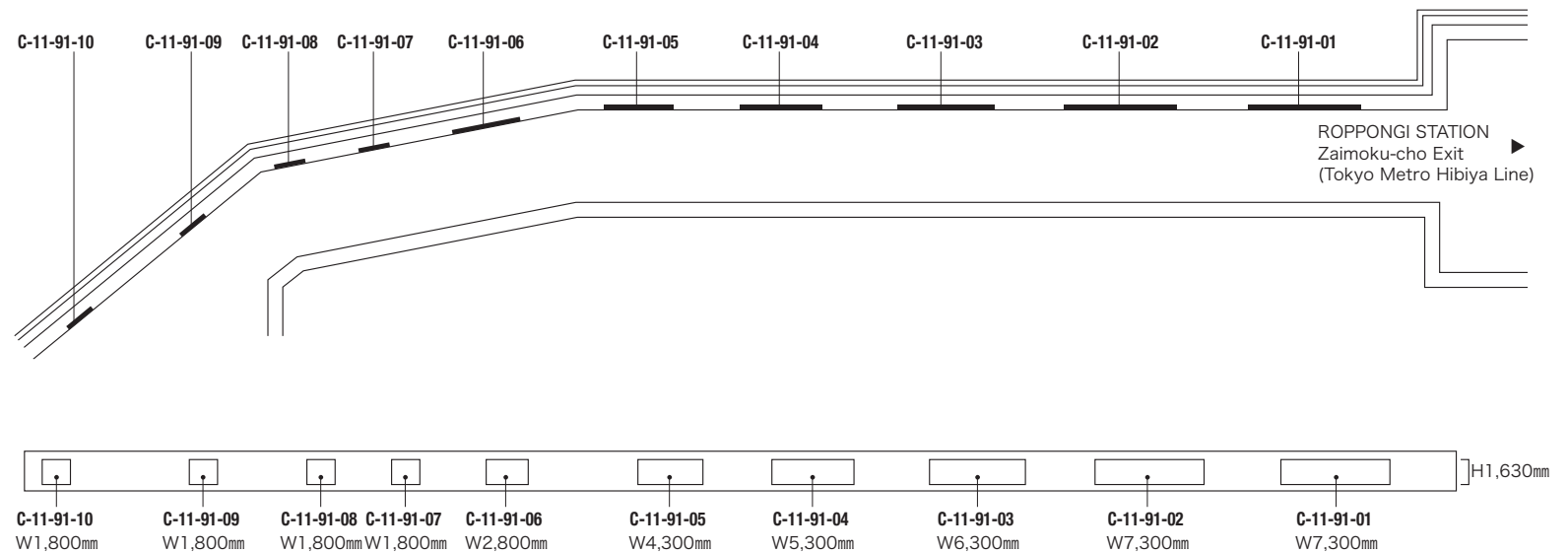
Since its opening in 2003, the concourse has been a gateway for not only the thousands of visitors who come to enjoy the multitude of attractions offered by Roppongi Hills including the observation deck, art museum, conference facilities, hotel, movies, shopping, dining, and events, but also the many office workers and residents. Placement of a high-impact visual in these media can effectively raise awareness and interest in a promoted product or service.

### UNDERGROUND CONCOURSE BACKLIT AD BOXES

Media	Backlit ad box
Size	H1,630×W1,800~7,300mm
Exposure period	6 months or more
Notes	Mounting: grommet process



▲Underground concourse



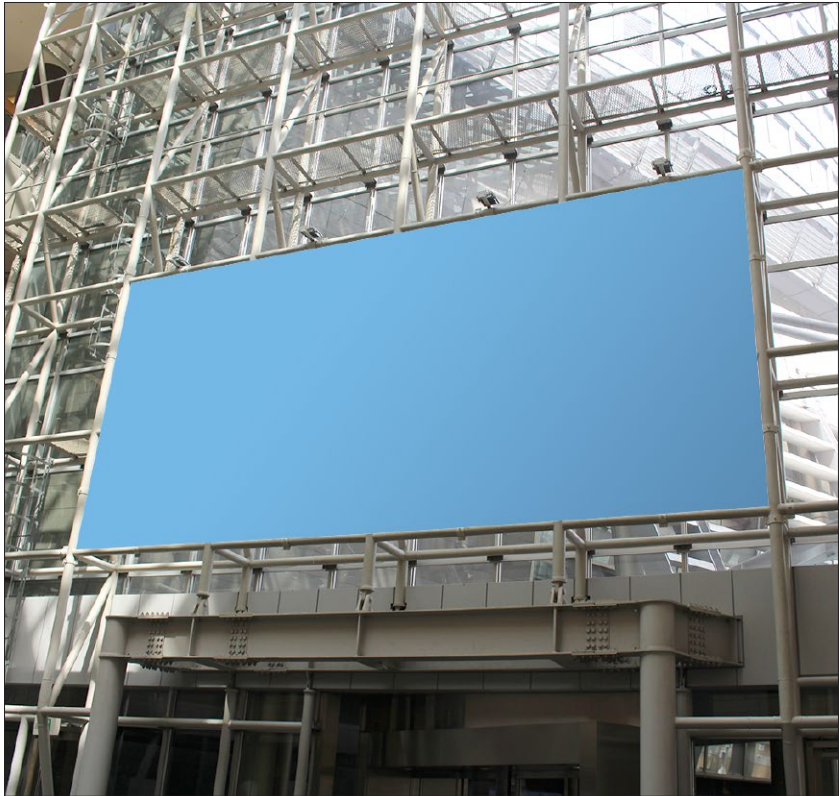
### West Walk Truss Banners

The West Walk is a street lined with commercial outlets. The truss banners are located at the entrance to the West Walk, which leads to 66 Plaza and O-Yane Plaza. This is a highly visible advertising medium that appeals not only to the many visitors to Roppongi Hills, but also to the businesspeople who frequent Mori Tower.

Note: Certain conditions apply regarding the sale of this media. Please contact the person in charge for details.

#### West Walk Truss Banners

Media	Banner
Size	North side: H4,670xW5,050mm South side: H4,600xW10,200mm
Purchase availability	7 days (Monday-Sunday; including 1 day for installation)



▲South side truss banner

◀North side truss banner

## WEST WALK NORTH OPTION

Optional media can be used when using the North side truss banner as a set.

Note: Certain conditions apply regarding the sale of this media. Please contact the person in charge for details.

### Facing the North side 3F bridge

Media	Banner
Size	H1,710×W7,390mm
Purchase availability	7 days (including 1 day for installation)

### North Wall

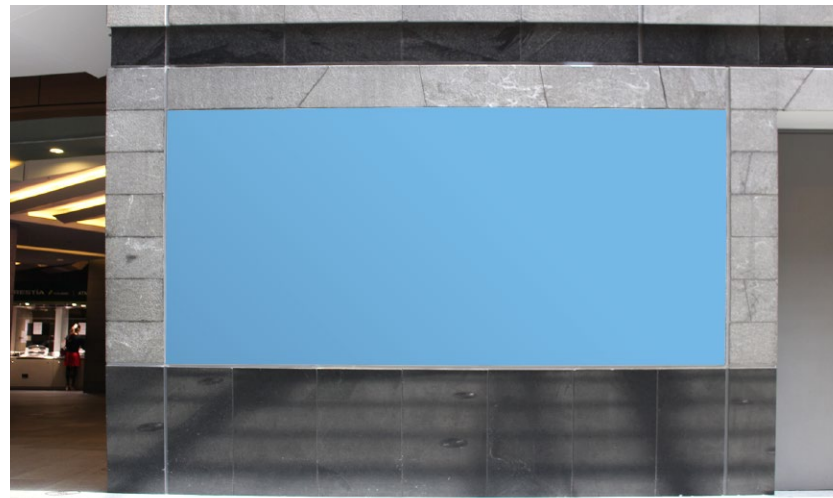
Media	sheet (affixed)
Size	H1,600×W3,540mm
Purchase availability	7 days (including 1 day for installation)



▲Facing the North side 3F bridge



Facing the North side 3F bridge  
North Wall



▲North Wall

## WEST WALK SOUTH OPTION

Optional media can be used when using the South side truss banner as a set.

### Facing the South side 3F bridge side A

Media	Banner
Size	H1,700×W10,324mm
Purchase availability	7 days (including 1 day for installation)

### Facing the South side 3F bridge side B

Media	Banner
Size	H2,100×W12,015mm
Purchase availability	7 days (including 1 day for installation)

### South Side Pillar Wrap

Media	sheet (affixed)
Size	H3,025×W1,780mm *Semicircle
Purchase availability	7 days (including 1 day for installation)



▲Facing the South side 3F bridge side A



▲Facing the South side 3F bridge side B



▲South Side Pillar Wrap

## BACKLIT AD BOXES

Almost 100 backlit ad boxes and ad poster boards are positioned in locations throughout Roppongi Hills, attracting the eyes of passers-by with vivid visuals and causing many to stop and take a look.

### BACKLIT AD BOXES

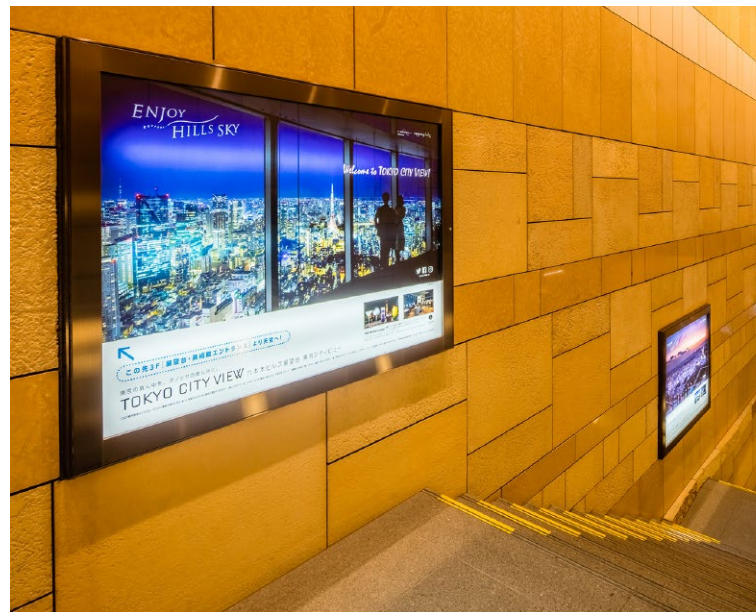
Location	West Walk 2F North Side and South Side West Walk 1F to 6F Shop/Restaurant Area Keyakizaka Complex 1F
Size	W1,030×H728mm W1,456×H1,030mm W1,030×H1,460mm, etc.
Exposure period	1 month or more
Notes	Lighting: LED



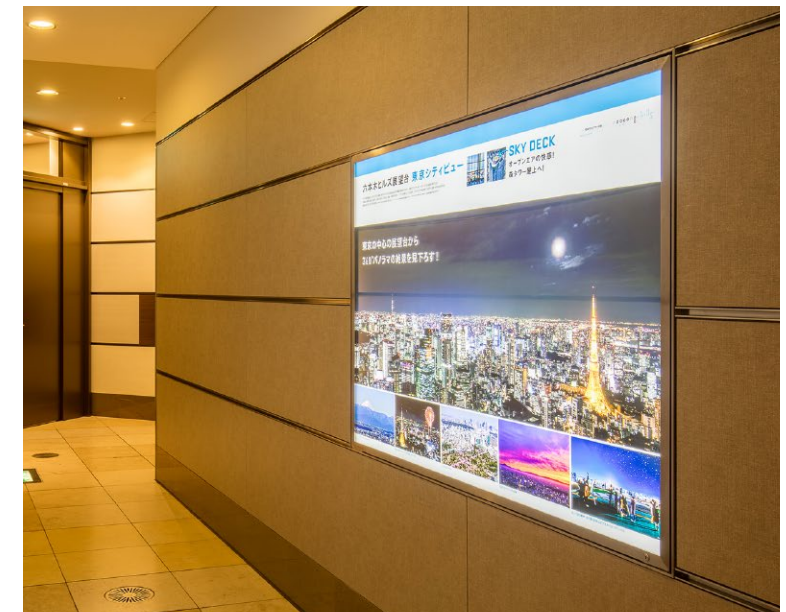
▲West Walk 2F North Side



▲West Walk 2F South Side



▲West Walk 1F



▲West Walk 4F

## POSTER BOARDS

Almost 100 backlit ad boxes and ad poster boards are positioned in locations throughout Roppongi Hills, attracting the eyes of passers-by with vivid visuals and causing many to stop and take a look.

### Poster Boards

Location	66 Plaza West Walk North side (front) *total 6 surfaces 66 Plaza Art Walk side *total 2 surfaces In front of sub-entrance *total 12 surfaces In front of Metro Hat *total 3 surfaces Museum Cone 1F *total 2 surfaces Keyakizaka Complex B2F to 2F *total 15 surfaces
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Size H1,030xW728mm (B1 poster)

Exposure period 7 days or more

Notes Lighting: Slimline 32Wx1  
\*Some are unlit (In front of sub-entrance, Keyakizaka Complex 1F/2F)



▲66 Plaza West Walk north side



▲66 Plaza West Walk north side



▲66 Plaza Art Walk side



▲Keyakizaka Complex

Media	Content	Exposure Period	Fee
METRO HAT	Outer rim	7 days	¥5,000,000
	Inner rim	7 days	¥5,000,000
	Center "hanging"	7 days	¥1,000,000
*Purchased exposure period must include time required for installation and removal. *Basic schedule: Installation Monday (late night)/Removal Sunday (late night) *Above media fees do not include ad/material production or installation costs. *Center "hanging" media is used in a set with Metro Hat inner rim media.			
ART BOARDS		7 days	¥2,000,000
*One week from Monday to Sunday. Construction and removal late at night on Sunday. * In principle, it will be sold as a set with the outer circumference of the Metro Hat.			
WATERSCAPE/ CANOPY PILLARS	Waterscape A·C	7 days	¥5,000,000
*Purchased exposure period must include time required for installation and removal. *Above media fees do not include ad/material production or installation costs. *Canopy pillar media is included in the waterscape media fee. *There are cases when the water is stopped due to weather. Water flowing time 8:30 to 24:00			
METRO HAT VISION	260-inch	7 days (15 sec. x2/hour)	¥250,000
*Exposure frequency (no. of spots per hour) and length of exposure (number of days) is decided in separate discussions with management. *Separate handling fee is charged for material transfer. *Display time: 8:00am to 12:00am (16 hours).			
UNDERGROUND CONCOURSE BACKLIT AD BOXES		1 period (6 months)	¥2,500,000 ¥9,900,000
*Above media fees do not include ad/material production or installation costs.			

Media	Content	Exposure Period	Fee
WEST WALK TRUSS BANNERS	North side truss banner	7 days	¥2,000,000
	South side truss banner	7 days	¥2,000,000
	South side/North side set	7 days	¥3,000,000
WEST WALK NORTH OPTION	Facing the North side 3F bridge	7 days	¥500,000
	North Wall	7 days	¥500,000
WEST WALK SOUTH OPTION	Facing the South side 3F bridge side A	7 days	¥500,000
	Facing the South side 3F bridge side B	7 days	¥500,000
	South Side Pillar Wrap	7 days	¥500,000
*Above media fees do not include ad/material production or installation costs. *Including 1 day of installation. *Competition adjustment among area stores.			
BACKLIT AD BOXES	West Walk 1F to 6F	1 period (1 month)	¥52,000 ¥119,000
	West Walk 2F	1 period (3 months)	¥400,000
	North Side and South Side		¥700,000
	Keyakizaka Complex 1F	1 period (3 months)	¥300,000 ¥500,000
*Above media fees do not include ad/material production or installation costs.			
POSTER BOARDS	66 Plaza West Walk North side (front) *total 6 surfaces	1 period (7 days)	¥50,000
	66 Plaza Art Walk side *total 2 surfaces		
	In front of sub-entrance *total 12 surfaces		
	In front of Metro Hat *total 3 surfaces	1 period (7 days)	¥40,000
	Museum Cone 1F *total 2 surfaces		
	Keyakizaka Complex B2F to 2F *total 15 surfaces		
*Above media fees do not include ad/material production or installation costs.			

※ The above fees are current as of July 2022. Fees may be subject to change without advance notice; therefore, please contact the management for current fees and other information.  
 ※ Consumption tax is not included in the above fees and is separately charged.  
 ※ Above includes media that are managed under a contract agency system.  
 ※ Graphic design and video materials are subject to a pre-check and approval process before installation/exposure.  
 ※ Media sizes may differ slightly depending on the production company.  
 ※ Production/processing of advertising materials for Metro Hat, waterscape, and backlit ad boxes must be handled by a production company designated by the management.

**CONTACT:** Roppongi Hills Sponsored Media Division  
 TEL : 03-6406-6412





## Roppongi Hills Arena

Introduction to Mori Building Facilities for Events and Advertising



Tokyo City View



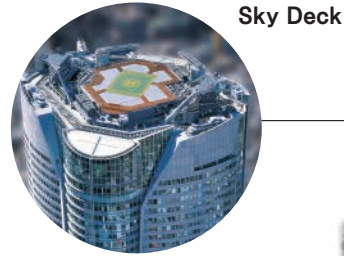
Mori Arts Center Gallery



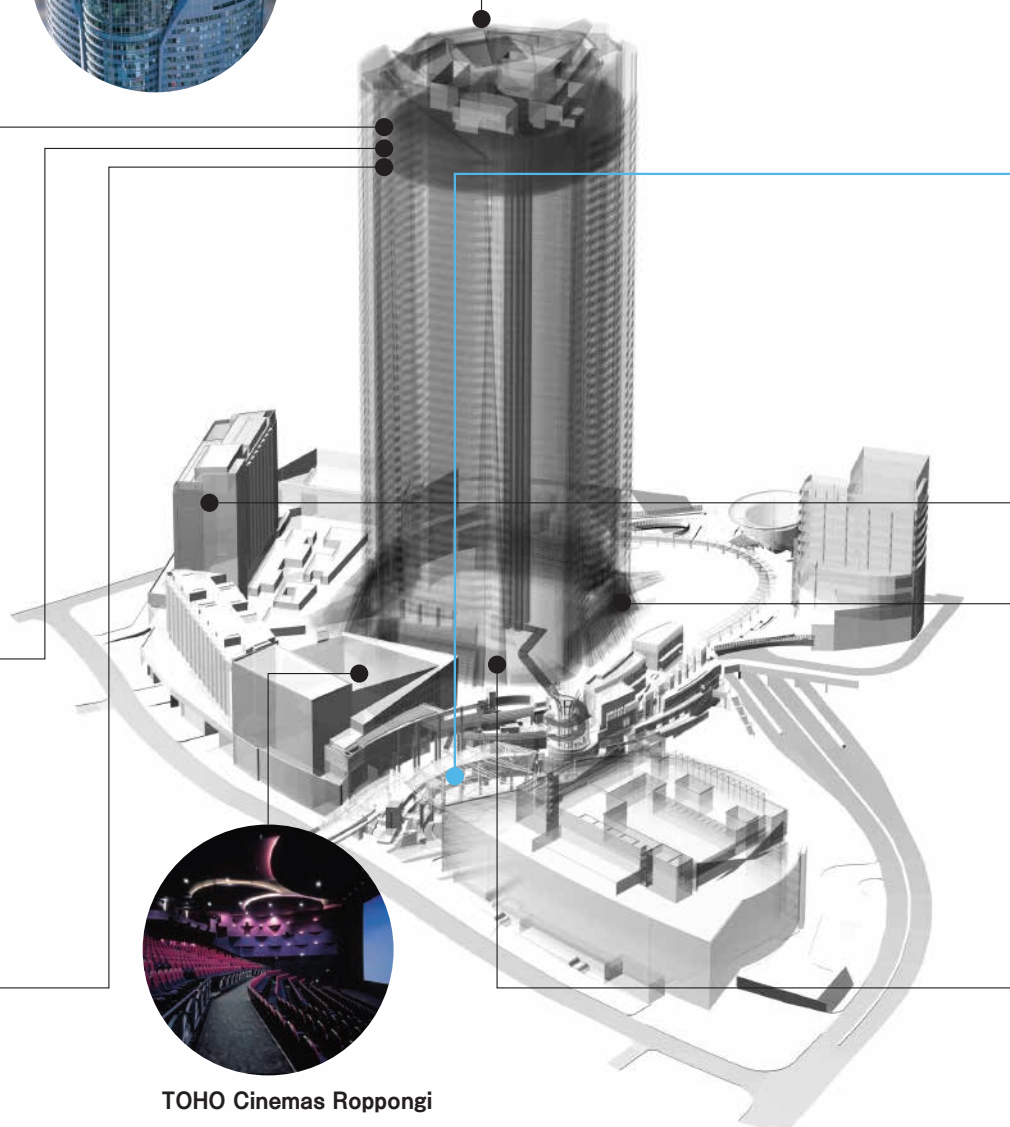
Roppongi Hills Club



Roppongi Academyhills



Sky Deck



TOHO Cinemas Roppongi

Roppongi Hills Arena



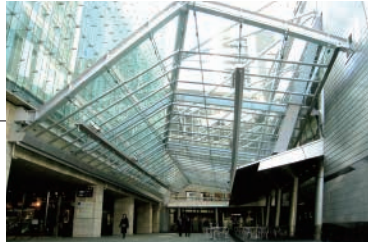
Grand Hyatt Tokyo



Hills Café/Space



O-yane Plaza



## Roppongi Hills Arena

Following the renewal work, the entire floor surface is now flat.

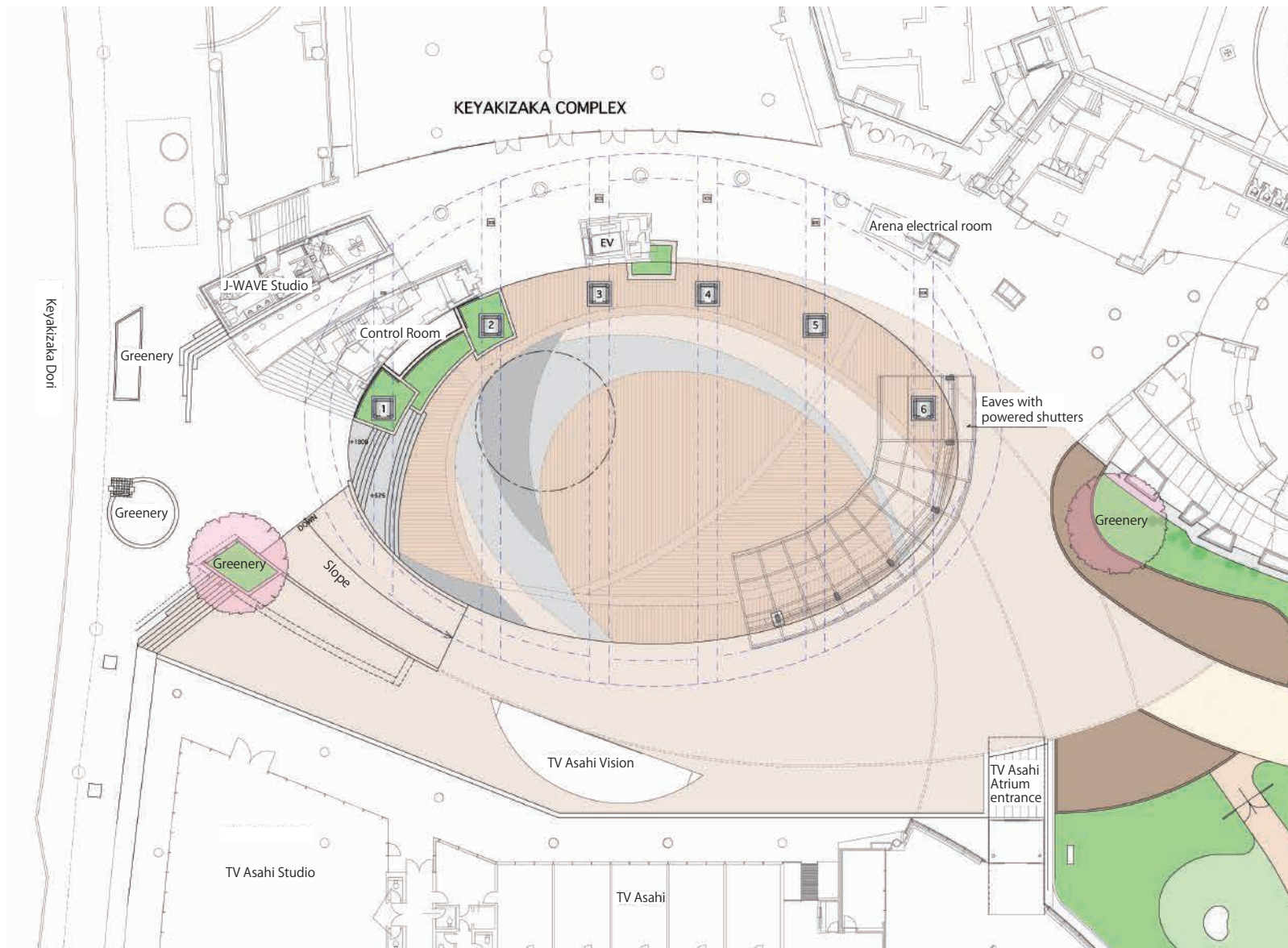
Situated in the heart of the complex, Roppongi Hills Arena is multi-purpose entertainment space sheltered by a giant retractable roof. Thanks to its open-air design, the Roppongi Hills Arena is able to host a wide variety of events ranging from live performances to red carpet events, and other performances making use of the entire venue.

"Something is always happening!" "Stimulating encounters with every visit!" Conceived as a next-generation urban plaza, Roppongi Hills Arena presents the world with a constant stream of creative programs befitting its location in a town where new ideas flow without end. Roppongi Hills Arena is a multi-purpose plaza that can host a variety of activities. Concerts, performances, fashion shows, festivals, parties, receptions, exhibitions and sales promotion events are just some of the events that can be held at this venue. Its flexible space can accommodate an endless number of event types, and will stimulate creativity in productions and generate a wealth of ideas. Our hope is that it inspires one-of-a-kind events as an international stage open to the world.



Roppongi Hills Arena





**AREA & FACILITIES**

Capacity Seated: approx. 500  
 Standing: approx. 1,000

Area 1,120m<sup>2</sup>

Arena ellipse size 48m x 30m

Height Roof (highest point) 28m  
 Circular stage ceiling 12.10m  
 Eaves (tip) 7m

Hours 9:00~21:00

Facilities

Perimeter Fence H1,900xW2,000mm

Seats: 400  
 H500xD500mm

"Garden Set" tables: 10  
 φ750xH700mm  
 (woodgrain-finish tops)

Special "Garden Set" seats: 80  
 H600xD600mm

CONTACT:  
 Roppongi Hills Arena  
 TEL : 03-6406-6611





\*Pictures shown were taken during events held in the past. Details for future events are to be decided at the time of the event.

● **Space price** (Basic hours of use: 9:00 am – 9:00 pm) Consumption tax will apply separately.

Details	Period of Use	Fee (tax excluded)	Notes
<b>Basic use charges</b>	Weekdays	¥2,000,000/day	* The above charges include basic lighting (full stage lighting) and a basic sound set (see appendix for details). Consumption tax will apply separately.
	Saturdays, Sundays, and Public Holidays	¥2,500,000/day	
<b>Charges for use on preparation and removal days</b>	Weekdays	¥1,000,000/day	
	Saturdays, Sundays, and Public Holidays	¥1,250,000/day	
<b>Additional charges for use of the facility outside basic hours</b>		¥200,000/hour	* The maximum hours for which the facility may be used are 7:00 am – 11:00 pm. * Hours of use include time for preparations and cleaning up after the event. * Additional charges for use of the facility outside basic hours apply when using the facility for an extended period of time, outside the basic hours of use.

● **Stage charges**

Details	Fee (tax excluded)	Notes	
<b>Optional charges</b> (includes all setup, operation, and removal work)	Perimeter fence	¥150,000/set	*1 This figure represents estimated maximum speed. Effective speeds will be lower depending on the header data required for data transmission and other factors.
	Colored cones	¥20,000/set	
	Network facilities (100 Mbps fiber-optic cables*1)	¥25,000/day	

● **Other**

Details	Fee (tax excluded)	Notes	
<b>Light equipment</b>	Cost of lighting equipment and materials	¥200,000/set	
	Airstream portable combined lighting/sound control booth	¥80,000/unit	
<b>Sound equipment</b>	Cost of sound equipment and materials	¥300,000/set	* The basic audio set is included in the facility use charges.
<b>Light &amp; sound personnel expenses</b>	Operator charges	Sound/lighting staff (team)	¥40,000/person/day
		Sound/lighting staff (assistants)	¥30,000/person/day
	Site supervision charges	Lighting supervision charges	¥30,000/day
		Sound supervision charges	¥30,000/day

\*The pricing above is valid as of March 2017, but as prices may fluctuate please consult with each individual vendor separately.

● Venue equipment list

Item name	Model number, etc.	Quantity	Notes
Outer fence			H1,900xW2,000 (Gray) * An additional eight wall surfaces are available for use on slopes.
Visitor seating		400	W500xD500

● Lighting equipment list

Item name	Model number, etc.	Quantity	Notes
Portable light control console (AVOLITES Pearl Expert - 60 presets)		1	
Portable light control unit	2kW x 12 circuits	2	
	3kW x 6 circuits	1	
Moving light (700 Turbo PC)		8	
Par light 64 (1kW)		36	
Cutter spotlight (Source Four 750W)	19°	6	
	26°	2	
	36°	4	
Lower horizon light (LHQ -200W4 color)		5	
Crank-type high stand (H1.48m – 2.5m)		2	
Temporary power supply			
Single phase, three-wire	100/200V 300A	2	
	100/200V 225A	2	
Three-phase, three-wire	200V 150A	2	

● Sound equipment list

Item name	Model number, etc.	Quantity	Notes
Mixer	YAMAHA CL5	1	
	YAMAHA CL1	1	
I/O racks	YAMAHA Rio3224-D	3	
	YAMAHA Rio1608-D	2	
Speakers	EAW KF730	10	
Subwoofers	EAW SB730	4	

Item name	Model number, etc.	Quantity	Notes
Standing monitor speakers	UPA-1P	4	
	FR129Z	4	
Floor monitor speakers	UM-1P	4	
	SM129Z	4	
	MW12	10	
Power amps	QSC PL380	6	
	PLD4.5	2	
CD	CDP-D11	2	
MD	MDS-E12	2	
MD CD	MD-CD1MKIII	2	
Handheld wireless microphones	SHURE ULXD2/B58 Z16	4	
Pin-type wireless microphones	SHURE ULXD1/Z16	4	* Up to four frequency bands available for simultaneous use
Dynamic microphones	BETA57A	14	
	SM-57	4	* In addition to the above, other equipment available.
	SM-58	8	
Condenser microphones	C414B-ULS	4	
	SM81-LC	4	
Direct boxes	TYPE-85	9	
Microphone stands	Boom stands ST-210	26	
	Mini boom stands ST-259	20	
LAN cable	DANTE CABLE	100m	4
		10m	4
		5m	4
Simple sound system list	Mixer	LS9-16	1
	EQ	GQ2015A	1
	Main speaker with stand	SX3000	4
	MD	MDS-E10/8	1
	CD	CDP-D11	1
	Amps	PC3500	1
	Wired microphones	SM58SE	2

**● Free equipment**

Item name	Quantity	Notes
Long tables for meeting use	12 tables	W1,800×D450×H700
Anteroom chairs	20 units	
Pipe chairs	20 units	
Full-length mirrors	4 units	
90-liter refrigerator	1 unit	
Electric water boilers	2 units	
Hanger racks	3 units	





Roppongi Hills Arena

Rules of Use

## Roppongi Hills Arena Detailed Usage Regulations

### Procedure from application to contract

- When making an application, please outline the purpose for which the venue is to be used and other relevant details. Please note that usage of the venue may be refused based on the intended purpose.
- Tentative bookings can be made for weekdays, weekends or public holidays. Maximum booking period is one week. Please note that some applications may be refused depending on circumstances.
- Please complete and submit the designated usage application form from Mori Building. When we have received your application, a contract can be concluded. The application may be canceled if we do not receive a response within 10 days of sending you the usage application form.

### Payment of venue usage fees

- Basic venue usage fees
 

Two invoices will be sent for (1) a down payment (50% of venue usage fees), and (2) the remainder of the payment.

(1) The down payment must be paid within 10 days of the contract date.

(2) The remaining payment must be paid within seven bank working days before the usage date.

\* All payments must be made by bank transfer.
- Calculation of miscellaneous costs
 

Miscellaneous costs such as ancillary equipment usage fees and after-hours extension fees will be calculated on the final usage date, and must be paid within two weeks in accordance with the settlement invoice. Please note that bank transfer fees are borne by the user.
- Bank account
 

Bank and branch name: Bank of Tokyo Mitsubishi UFJ, Furikomidaichi Branch

Account No.: Checking 9500214

Account Holder Name: Mori Biru (Ka)

### Cancelation of Applications

- A penalty will apply as specified separately if the scheduled usage is canceled at the request of the user after the contract has been concluded.
- Other actual costs arising at the time of the cancelation of the scheduled usage will be charged separately from the penalty.

Cancelation up to 31 days prior to usage date	50% of usage fees
Cancelation after 30 days prior to usage date	Full usage fees

- \* Ancillary equipment usage fees and technical fees (personnel fees etc.) are not included in the usage fees outlined above.
- \* Other actual costs arising at the time of cancelation of the scheduled usage will be charged separately from the penalty.
- \* Please consult with Mori Building if the event cannot be held due to weather conditions.

### Meetings prior to usage

- Once the usage contract has been finalized, please meet with the venue supervisor regarding the schedule, venue configuration, lighting, sound, construction plans, security plans and other factors.
- Please hold the final meeting at least 10 days prior to the usage date, submit the finalized construction drawings, preparation outlines and power-related drawings, and notify the relevant government agencies.

### Notifying relevant government agencies

- When holding an event at the venue, documents such as a Notification of Usage of a Property Subject to Fire Prevention, an Application for Approval to Cancel Prohibited Actions, and a Notification of Actions Feared to Obstruct Fire Prevention Activities, must be submitted. These forms are available from the Arena Administration Office. Please complete the necessary fields, affix your seal/signature and submit the forms to the fire department indicated below at least 10 days prior to the usage date.

Azabu Fire Station	03-3470-0119
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- If deemed necessary to ensure safety inside and outside the venue, notify the nearest police station (traffic division, security division) in advance and request cooperation.

Azabu Police Station	03-3479-0110
Minato Health Center, Minato Ward	03-3408-6146

- You may be required to notify the health center indicated below when holding events involving food and drink.

### Designated operators and on-site attendance

Lighting and sound operators have been designated to ensure safety management, so please feel free to contact us with your needs. Even if using external operators during the event, the designated operators must also be present on-site (see the separate fee schedule).

### Usage of the venue

- Management Responsibility
  - The responsibility for accidents arising during the usage period, whether caused by actions of the user, related parties, or visitors, rests entirely with the user. Please make every effort to prevent accidents.
  - It is the responsibility of the user to comply with the instructions of the operations administrator on security measures for the venue, and for carrying equipment in and out, and to hire the services of the designated security company or deploy staff charged with security, ensure orderly traffic and on-site activities, and strive to prevent theft, fires, accidents and other incidents.
- Disclaimers and Damages
  - Mori Building bears no responsibility whatsoever for theft, damage or any other accident occurring inside the facilities during the usage period.
  - The user is required to reimburse the corresponding actual costs of any damage to (or loss of) facilities, equipment or fixtures during the usage period.
- Restoration to original condition and cleaning management
  - The user is responsible for restoration of the used facilities to their original condition, and cleaning. After usage, the facilities will be inspected by Mori Building. Furthermore, if special cleaning is required in connection with the event, the user is required to work with the designated cleaning operator.
- Restrictions on usage
  - Usage of the venue will be refused in any of the following cases. Please note that even if the venue has already been booked or is being used,

the booking will be canceled or usage suspended. Roppongi Hills Arena will not be liable for any damages incurred by the user as a result of such a cancellation or suspension.

- If the event is offensive to public order and morals.
- If the application form contains false information.
- If the event involves political or religious activities (however, this will not apply if Mori Building judges there are no particular issues).
- If related government agencies issue an order for cancellation of the event.
- If there is a risk of the building or facilities being damaged or deteriorating.
- If there is a possibility of the event creating confusion or posing a danger to visitors and the venue surroundings.
- If the event does not comply with the Usage Regulations or the instructions of the administrator.
- If it is found that the applicant or user represents anti-social elements including organized crime and other groups, or has ties with anti-social elements.

#### 5. Other important considerations

- Rights to use the venue may not be transferred or subleased.
- The person responsible for the event must be permanently on site during the usage period.
- Notices, flyers and other promotional materials may only be distributed at the designated locations. Such distribution requires prior approval from the facility supervisor.
- Please refrain from smoking in places other than the designated smoking areas.
- When there is a risk of venue facilities or fixtures being damaged by equipment being brought into and out of the venue etc., please comply with the instructions of operations administrator and technical supervisor, and ensure that protective coverings are applied to floors and walls (expenses are the responsibility of the user).
- When setting up decorations or signs, please use an installation or construction able to withstand wind speeds of at least 35m/s. Please note that this is merely a rough guideline, and it is the responsibility of the organizer to act in accordance with the circumstances while considering safety.
- A noise restriction of 85dB is in effect in consideration of the immediate neighborhood. Please follow the instructions of the venue sound supervisor. Loud noise is generally not permitted after 8pm (this does not apply to multi-day events).

- The use of open flames as well as alcoholic products or solid fuels and other materials that may result in fire is prohibited.
- Prior to using the venue, verify the location of the fire hydrants and fire extinguishers, the role of all staff members, and evacuation paths based on the Fire Fighting Activity Duty Allotment Table.
- After the event is finished, clean up the site and remove trash from the premises. Furthermore, any special cleaning required following the event will be charged separately to the user.
- These Regulations were established in September 2010. Please note that they are subject to change without notice.

These Regulations were established in September 2010. Please note that they are subject to change without notice.

# O-YANE PLAZA

Introduction to Mori Building Facilities for Events and Advertising

Tokyo City View



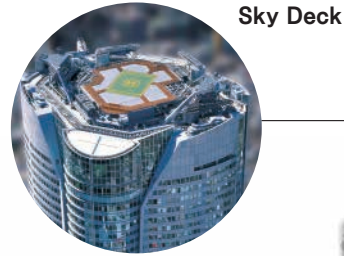
Mori Arts Center Gallery



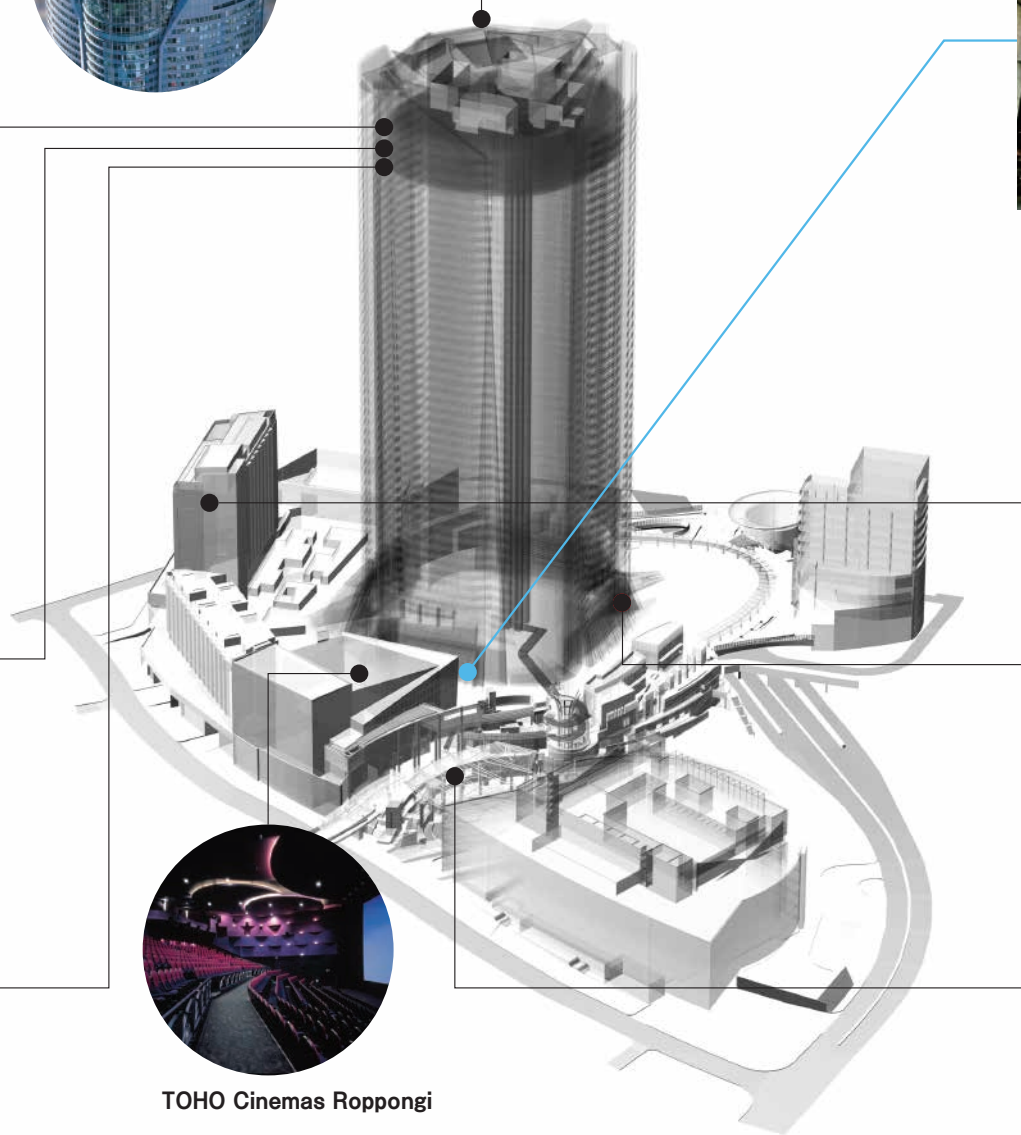
Roppongi Hills Club



Roppongi Academyhills



Sky Deck



O-yane Plaza



Grand Hyatt Tokyo



Hills Café/Space



Roppongi Hills Arena



TOHO Cinemas Roppongi

## O-yane Plaza

Located at the nexus of Roppongi Hills' major pedestrian arteries.  
A striking space, partially open-air and partially covered by a glass roof.

O-Yane Plaza is located at the nexus of Art Walk and West Walk, the major pedestrian arteries through Roppongi Hills, and offers an open space featuring a striking, clear glass roof.

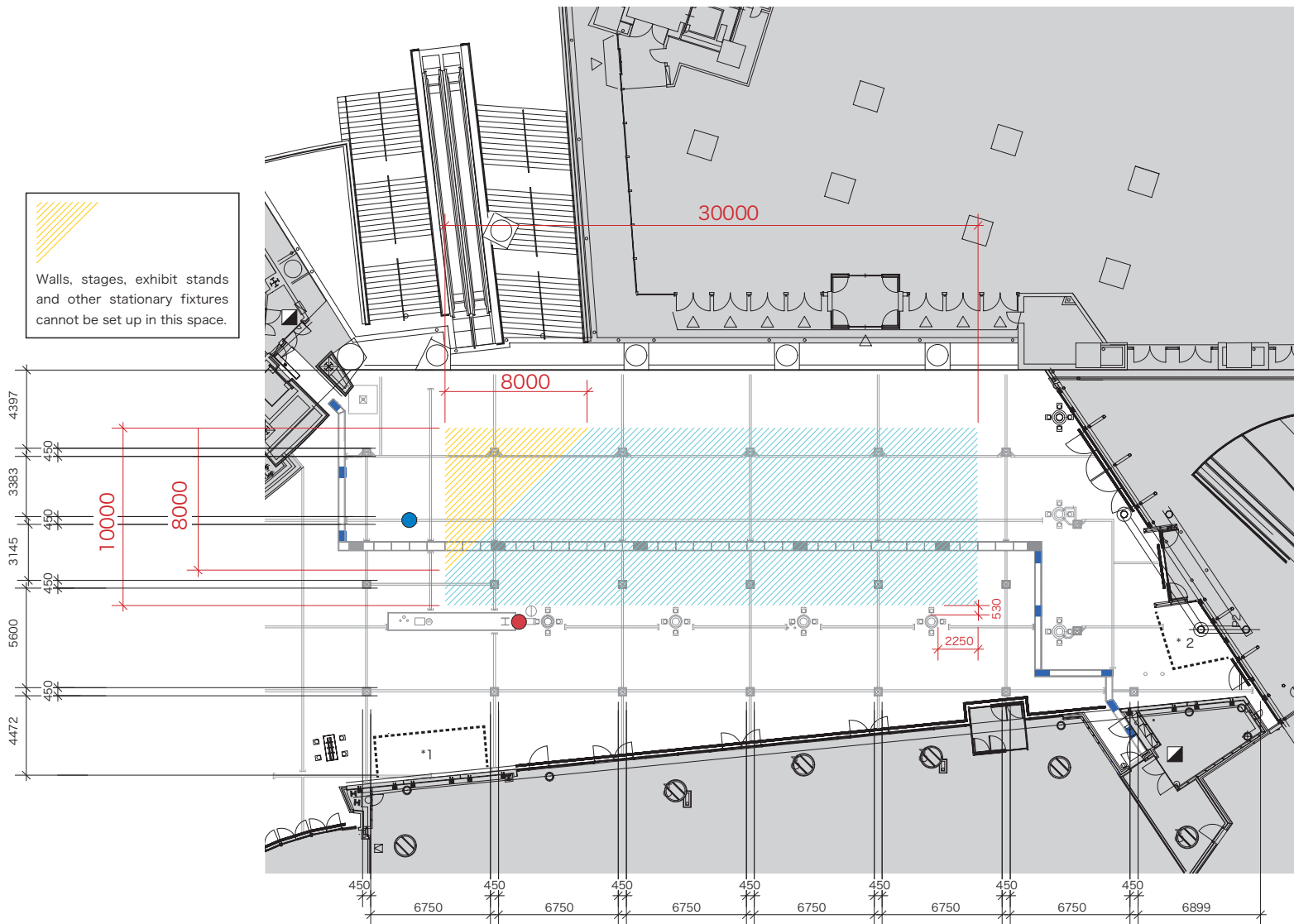
These two routes, Roppongi Hills' main pedestrian arteries, both originate at Metro Hat (Roppongi Station, Hibiya Line). Art Walk offers access to the Mori Art Museum, the Tokyo City View (observation deck), Academyhills, the members-only Roppongi Hills Club and other cultural facilities, as well as the TOHO Cinemas. West Walk includes a five-level atrium with shops arranged along a galleria. O-Yane Plaza is located at the bustling intersection of these two walkways. The partially open-air space features a glass roof through which sunlight pours, offering a bright, expansive venue that is also functional for use year-round, regardless of the weather.

Serving as a kind of town square, O-Yane Plaza is a natural gathering place, and can be used for a diverse range of activities, from hands-on, participatory events to automobile displays.



O-yane Plaza





**Area •Facilities**

- Size: Approx. 660m<sup>2</sup>  
(containing event space of 270m<sup>2</sup>)
- Ceiling height: 7m-9m
- Floor loading: 300kg/m<sup>2</sup>
- Adjacent shops: Robuchon, Estnation
- Usage Time: 8:00-23:00
- Equipment
  - Power supply
  - 100V 15A outlet, 14 circuits
  - Power panels for event usage in two locations
- Lighting
  - Lighting units: 10
- Sound
  - Speakers for Background Music: 4
- Other
  - Ceiling I bolts: 54 locations
  - Lighting and decorative baton
  - LAN, chairs, tables

■ Electrical distribution board for events

● Hydrant for events

● Drain for events

\*1: Temporary storage area for existing chairs and tables  
 \*2: Area can be used as a temporary storage area for garbage  
 (Please contact a sales representative for use.)

CONTACT  
 Sales Planning Group,  
 Town Management Department  
 TEL : 03-6406-6666



▼ Usage Example







\* Pictures shown were taken during events held in the past. Details for future events are to be decided at the time of the event.

## ● Usage Rates

Content	Utilization time	Fee (tax excluded)
<b>Basic Fees</b> (8:00-23:00)	weekdays	¥800,000/Day
	Saturday/Sunday/Public Holiday	¥1,200,000/Day
<b>Nighttime loading/unloading, preparation fee</b> (23:00-8:00)	weekdays	Above (weekdays) 25% of the basic monthly charge
	Saturday/Sunday/Public Holiday	Above (Saturdays, Sundays, public holidays) 25% of the basic monthly charge
<b>Nighttime removal and unloading charges</b> (23:00-6:00)		¥50,000/Hour
<b>Overtime extension charge</b> (23:00-6:00)		¥100,000/Hour
<b>Special Usage Fee</b> (8:00~23:00) * Full-day use for preparation and removal	weekdays	¥400,000/Day
	Saturday/Sunday/Public Holiday	¥600,000/Day

\* Above fees are all exclusive of consumption tax.

\* Usage time includes preparation, clean-up, etc.

\* Hours of use shall be finalized upon application.

\* Set-up, removal, cleaning and security require the use of vendors designated by Mori Building Co., Ltd.  
Your understanding is appreciated.

Note: The car elevator is available for use between 11 p.m. and 5 a.m. All vehicles used in loading and unloading should exit from 66 Plaza no later than 5 a.m.

### ● Equipment

Type	Item	Quantity	Note
Power Supply	100V15A outlet	16 circuits	Mainly installed in the eaves strut
	Power panels for event usage	2 locations	Proximity position
Lighting unit	Lighting unit	10 units	1 unit 14.5 WLED 5 lights
Sound	Speakers for background music (BOSE101)	4	Own equipment can be brought in and connected.
Other	1 Bolt	54 locations	for loading (1 location can bear 100kg)
	Lighting and decorative baton	—	Load: 30kg/m

### ● Fixtures

Type	Item	Quantity	Note
Venue	Round tables	30	
	Chairs	120	

# O-YANE PLAZA

Rules of Use

## Rules for Use of O-Yane Plaza

Please note the following:

- O-Yane Plaza set-up, removal, cleaning and security require the use of vendors designated by Mori Building Co., Ltd. Your understanding is appreciated.
- Please be considerate of surrounding stores regarding use of construction materials, lighting and sound equipment.
- There may be sound interference when Roppongi Hills Arena is in use. Your understanding is appreciated.

### From Application to Contract and Payment

1. When applying, please indicate the purpose of the event, its nature and other details.
2. Please note in advance that, depending on the nature of the event, we may refuse use of the venue.
3. There is no system of tentative reservations. Only finalized applications are accepted.
4. Upon entering the required information on the venue's prescribed application form, please submit the document to a Mori Building Co., Ltd. official. We will make a decision after receiving your application.
5. Please pay a deposit (50% of basic usage fee of the venue) to the designated bank account by the venue within one week from submission of the application form. Please deposit the balance (50% of basic usage fee of the venue) by one week before the usage day.
6. Cancellations made after an application has been received will incur a separate predetermined cancellation fee.
7. Regarding overtime usage fee and other charges, after use of the venue, an invoice will be issued based on the final statement. After you receive the invoice, please deposit money to the designated bank account within one month.
8. The applicant shall bear any wire transfer fees associated with their payment.
9. The right to use the venue may not be transferred or lent to another party.
10. If you are unable to comply with the Regulations for Use, your use of the venue may be refused even while you are using it.

### Usage Restrictions

We may refuse to rent out the venue in the event that any of the following conditions are true. Furthermore, use of the venue may be halted even if the application has been received and the facilities are in use. Mori Building Co., Ltd. shall not bear any liability whatsoever for any damages caused to the user as a result.

- The event goes against public order and morals.
- If false information is entered in the application for use of the venue.
- The event is connected to political, religious or other such activity.
- If a relevant government office issues an order to halt the event or it proves difficult to hold the event in compliance with a directive from such an office.
- If there is a risk of damage or destruction to the building or equipment.
- If there is a possibility that the event may create disorder or danger for visitors or the venue's surrounding area.
- If the Regulations for Use or the instructions of an administrator are not followed.
- Loud noises, foul odors or the like cause offense to the public.
- Items that may exceed the specified event space or which may impede foot traffic.
- Events involving competition with Mori Building Co., Ltd. and Roppongi Hills.
- Events that may interfere with the business of Roppongi Hills tenants.
- In the event the applicant, organizer, their proxies or agents, or any other associated parties are found to meet the definition of an organized crime group or other anti-social force, or to have a relationship with such anti-social forces, or are otherwise judged unsuitable by Mori Building Co., Ltd.

### Hours of Use

Basic hours of use: 8 a.m.-11 p.m.

Night-time move-in/preparation: 11 p.m.-8 a.m.

Night-time removal/move-out: 11 p.m.-6 a.m. (\*Use is available on a per-hour basis)

Extended off-hour use: Extended use available on a per-hour basis

Please note that acquiring the approval of the venue manager in advance is required.

\* Hours of use include all time required for preparation and clean-up, etc.

\* For usage fee, please refer to the Usage Rates.

### Preliminary Meetings

1. Please meet with the Mori Building staff in charge at least 15 days prior to use to discuss details of event schedule, program, venue set-up, equipment and so on.
2. If use involves any construction within the venue, please confirm details in advance with the Mori Building staff in charge, including blueprints, preparatory drawings, electrical schematics and so on.
3. Depending on the nature of the event, management reserves the right to refuse use of the facilities, so work closely with the Mori Building staff in charge regarding preliminary meetings and site inspections.
4. Special security, cleaning and other requirements may be the responsibility of the user; please meet with the Mori Building staff in charge to discuss these in advance.

### Cancellations

In the event that the applicant initiates a cancellation, please submit the prescribed cancellation application form upon entering the required information.

Cancellation by 31 days prior to date of use	50% of venue fee listed on application form
Cancellation within 30 days of the date of use	Full venue fee listed on application form

\* Please note in advance that amounts, the Regulations for Use and other details, as well as useable areas, may change without notice as they benefit the facilities.

### Cancellation after Contract Completion

In the event that any of the following conditions are true after completing the contract, we may revoke the user's permission to use the venue or halt the event while the facilities are in use. Note that the venue shall not bear any liability whatsoever for any damages caused to the user as a result of a cancellation for a reason that corresponds to any of the following.

1. If false information is entered in the application for use of the venue.
2. If using the facilities proves difficult due to a disaster or other instance of force majeure.

3. When a condition corresponding to any of the restrictions listed in the aforementioned Usage Restrictions is true.
4. When work or an event is conducted at a location unapproved for use.
5. When the user has failed to comply with the venue's Usage Restrictions.

**Notification to Relevant Government Offices**

Depending on the nature of the event, notifications and applications may be required for submission to relevant government offices or elsewhere. With regard to notifications prescribed by laws, regulations and so forth, as well as the use of the venue and carrying out projects, the organizer should notify the relevant government offices by the designated times and otherwise fulfill related requirements. However, there are certain forms for notifying the fire department, so please consult with one of our sales representatives prior to notification. In addition, when notifying relevant government offices and the like, please submit copies of notifications and application forms to the venue administrator.

Police	Azabu Police Station	03-3479-0110
Fire	Azabu Fire Station	03-3470-0119
Health Center	Minato Ward, Minato Health Center (Environmental Health Division)	03-5114-3009

**Administrative Liability**

With regard to accidents that occur while the venue is in use, the user shall be liable for not only the actions of the user, but also for all actions of business operators involved and of visitors. Hence, please do everything in your power to prevent accidents. Security for the venue and freight loading/unloading is the responsibility of the user. Please endeavor to control traffic, manage the situation in the venue, and prevent theft, fires, accidents and the like by consigning this work to a security contractor or stationing security personnel. For security, use the venue's designated security contractor.

**Exemptions and Compensation for Damages**

Mori Building Co., Ltd. shall not be liable whatsoever for any accidents in the facilities while they are in use, such as theft and damage. In the event

that facilities, equipment, fixtures and the like are damaged or lost while the venue is in use, the user shall bear the costs.

**Administration of Restoration and Cleaning Work**

The user shall clean and restore the facilities used to their original condition. Mori Building Co., Ltd. shall verify the facilities' condition after their use. Note that if holding an event has an accompanying need for special cleaning, please use our designated contractor (Cleaning: Seishin Service 03-5786-9835)

Note:

1. Note that regarding use of O-Yane Plaza, we are unable to make adjustments to prevent competition with other media, advertisers of facility users or event sponsors within Roppongi Hills, or with other events, times and so on. Your understanding is appreciated.
2. Depending on use of media, etc. within Roppongi Hills, we may be unable to accept your application. Your understanding is appreciated.

**Rules Regarding Set-up and Removal**

As a rule, work time, including unloading and loading, shall be from 11 p.m. to 8 a.m.

Vehicles used for unloading and loading may use the car lift only between the hours of 11 p.m. and 5 a.m.

Vehicles involved in loading and unloading should exit from 66 Plaza by 5 a.m.

**Loading and Unloading**

- Take the necessary precautions to avoid damaging or dirtying the facilities during loading and unloading.
- When lanes for loading and unloading overlap with lanes for visitor traffic, please give visitors priority. Also, please station security guards at designated locations and give thorough consideration to safety.
- You must go through procedures at the Distribution Center to use carts and other such equipment for loading and unloading.

**Setup and Removal Precautions**

- Use of open flame, gas and electrical heating equipment, and bringing into the venue any hazardous materials is prohibited under fire prevention-related laws and regulations.

- Adhesive tape, nails and the like may not come into direct contact with the building during installation work and may not be used on ceilings, floors, walls, windows. etc.
- We may refuse to allow the production of loud noises, foul odors, shaking, etc.
- Please consult with the venue administrator concerning the delivery of heavy items.
- We may instruct you to only use fully flameproof materials (bearing a flameproof label) for ornamentation or display (including floor carpets, etc.).
- Arrange ornaments and displays so that they do not obstruct light switches, emergency exits, fire doors, flameproof curtains, smoke ventilation equipment, fire alarms, breaker panel switches, shutters, shutter boxes, etc.
- With regard to other rules, please comply with relevant laws and regulations.  
In the event a lifting of restrictions is required, please consult with the management office in advance.  
In the event of a live performance, please consult with the management office in advance.

**Work Notices and Loading/Unloading Procedures**

- Building entry procedures are required for all workers involved in setup and removal, including the staff running an event.
- Upon filling out the prescribed form, please submit the work notification to the venue administrator.
- Please apply in advance for use of the car lift. The car lift operator must be trained in its use by the manufacturer.
- Prior to beginning work on the day of, check in to the building at the Mori Tower Security Control Center .
- All workers should wear a building pass. This is issued during building check-in, after confirming the construction work to be carried out that day.

**Loading and Unloading via the Distribution Center**

- Unloading and loading involving use of loading docks on the B1 and B2 levels of the Mori Tower must all be arranged through the Distribution Center.
- Submit an unscheduled loading/unloading registration to the Distribution Center.
- When unloading items from the venue, bring the permit sent back by the Distribution Center.

- Use of the logistics yard and wheeled hand truck rentals require a fee. (ROPPONGI HILLS Logistics Center: 03-6406-6688)

**Operations**

1. Operating Manual

Please meet with the venue manager from the planning stage, in accordance with the operating manual that has been prepared.

We may request revisions to your operating plan at that time. Your cooperation is appreciated.

2. Event Staff

When running an event, all event staff should wear the staff IDs prepared for them. Please submit a sample staff ID in advance to the venue administrator.

3. Press activities

Media coverage and photography are prohibited without permission from Mori Building Co., Ltd. Please contact the Roppongi Hills Public Relations Office (Tel. 03-6406-6382) regarding any photography or coverage other than photos for documentary purposes. Please also contact the Roppongi Hills Public Relations Office prior to use of documentary photos in any other media.

4. Involvement of Celebrities, Cultural Figures and Other Notable Public Figures

You are required to submit an event timetable. For security reasons we may change the event plan or restrict lanes of traffic inside Roppongi Hills. Please liaise with the venue administrator in advance.

5. Contacts for Event Inquiries

At Roppongi Hills we generally do not respond to inquiries concerning events, so please arrange for the appropriate person or office anybody can contact specifically for your event.

**Car lift usage rules**

1. Application for use

If you wish to use the car lift for unloading and loading, please be sure to consult venue management in advance. Same-day applications for use are not accepted.

2. Car lift hours of use

As a rule, use of the car lift for unloading and loading shall take place between 11 p.m. and 5 a.m. All vehicles involved in unloading and loading should exit from 66 Plaza by 5 a.m.

3. Use of flatbed trucks prohibited

To prevent cargo shift, flatbed trucks not enclosed by panels may not be

placed on the car lift.

4. Security / guide

Security guards should be assigned during unloading and loading using the car lift. They should be posted in front of the car lift on the first floor (to guide pedestrians on the walkway) and at 66 Plaza (to guide pedestrians when vehicles are in transit).

\*Inquiries about security guards at the number below.

SHINTEI CO., Ltd. Roppongi Branch TEL 03-5414-2381

5. On-site inspection of car lift

Please refer to the car lift dimensional diagram in the next section for car lift dimensions. Be sure to inspect the car lift on site in advance.

6. Car lift operation

The car lift is designed such that the driver raises and lowers the lift from inside. Other operation, including opening and closing of the lift doors and calling the lift require the operator to have received training from the manufacturer. In case there are no people who have received training, please contact the venue manager.

7. Wood deck protection

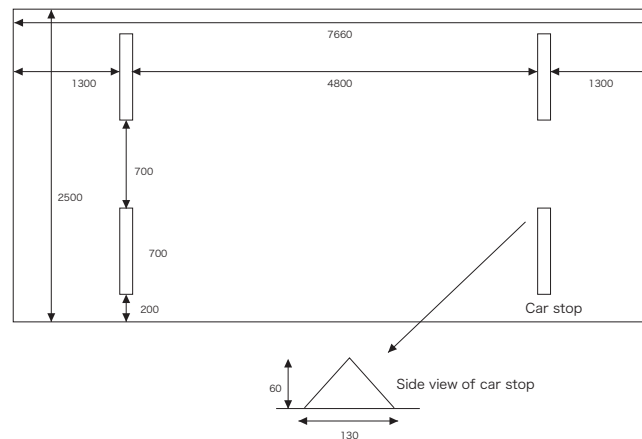
Vehicles traversing the wood deck when transiting 66 Plaza should provide protection for the decking section to ensure tire tracks are not left behind.

8. Stationary steering prohibited

Do not use stationary steering when moving vehicles.

9. Car lift dimensional diagram

\*Vehicle height limit is 3,000mm, with a weight restriction of 8,000kg when loaded.



**For inquiries on using the venue, contact**  
 Sales Planning Group, Town Management Department  
 Mori Building Co., Ltd.  
 Tel. 03-6406-6666

# *hills café* / *SPACE*

Introduction to Mori Building Facilities for Events and Advertising



Tokyo City View



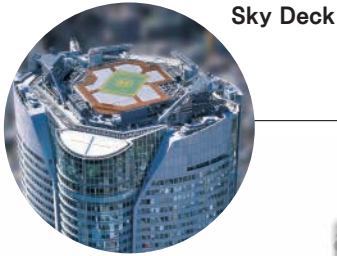
Mori Arts Center Gallery



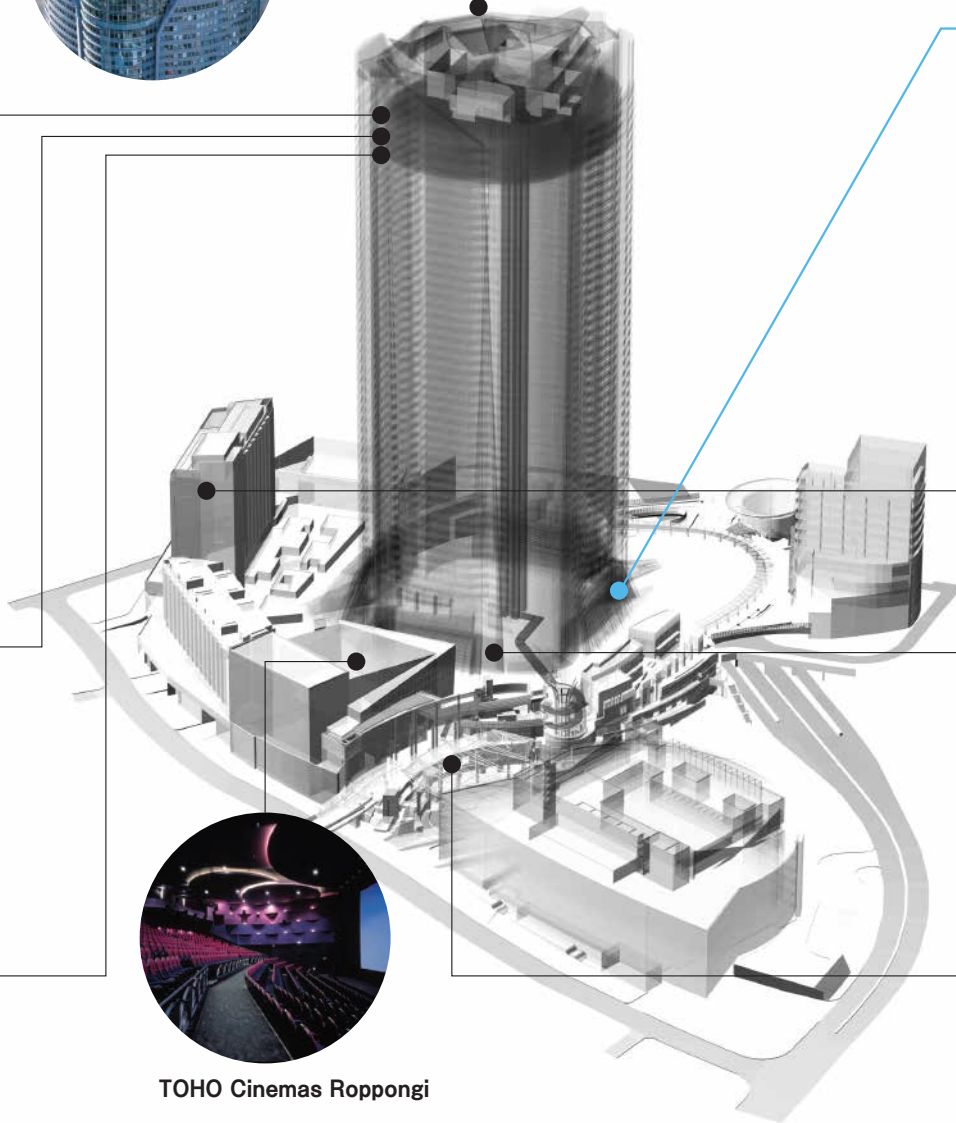
Roppongi Hills Club



Roppongi Academyhills



Sky Deck



TOHO Cinemas Roppongi

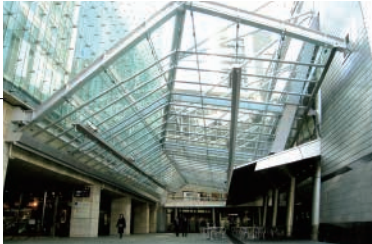
Hills Café/Space



Grand Hyatt Tokyo



O-yane Plaza



Roppongi Hills Arena



## Hills Café/Space

### Located on a major artery for visitors to Roppongi Hills Café/Space

Hills Café/Space is ideally located in the heart of Roppongi Hills, along the Art Walk, the complex's primary artery that extends from Metro Hat (Roppongi Station, Hibiya Line) to the Residences, linking the town from north to south. Art Walk offers access to cultural facilities like the Mori Art Museum, the Tokyo City View (observation deck), Academyhills and the members-only Roppongi Hills Club, as well as the entrance to the TOHO Cinemas. This bustling area is one of Roppongi Hill's key locations.

The lively Art Walk draws crowds in, and they soon find themselves on the path that leads to the bright, constantly-changing ambience of the Hills Café/Space.

The venue is a spacious 290m<sup>2</sup>, with ceilings soaring 3.3m, a wide entryway, and wood-grain floors that show off the pure white walls. The space is ready to be used for everything from events for clients and the press, to parties, art displays and small live performances, and exhibitions.



Hills Café/Space



## Hills Café/Space Features



- Direct access to Roppongi Station on the Hibiya Line.
- An ideal location on one of the main arteries through Roppongi Hills, which attracts 100,000 visitors on weekdays and 120,000 on weekends and holidays.
- A multi-purpose space area of 220m<sup>2</sup>. Maximum seating capacity of 155, or up to 200 standing.
- Handles a wide variety of uses, from exhibits, presentations and parties, to press conferences and café concepts that make full use of the space's café functionality.
- Spatial design that provides a high-level balance between function and an ambience suitable to Roppongi Hills.
- A basic interior design that can be arranged to suit almost any kind of event.
- Can be used to provide a client with an originally-branded café within Roppongi Hills.
- Can also be used for a range of promotional purposes, with staff dressed in appropriate logo wear, etc.
- Original food and beverage items can be provided in line with a specific client's image.
- Linkage with Metro Hat and the unique "waterscape" media features of Roppongi Hills can provide even more effective branding and a more powerful product message.

## Space for lease



Total floor area of inside the shop: Approx. 290m<sup>2</sup>

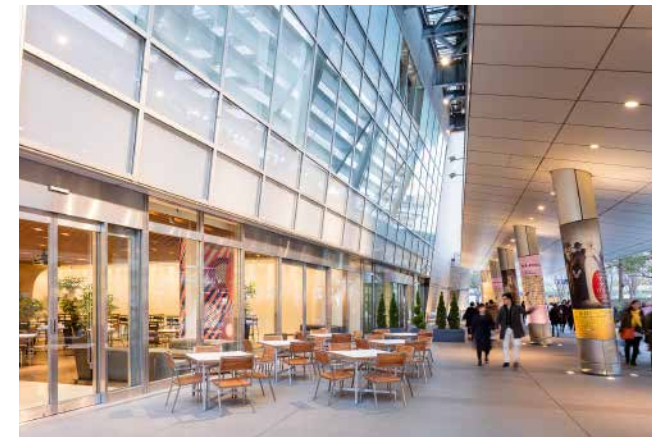
Effective area for an event: Approx. 220m<sup>2</sup>


Floors: Wood flooring (It is possible to affix a sheet)


Walls: White paint (Please consult with us about affixing a sheet)

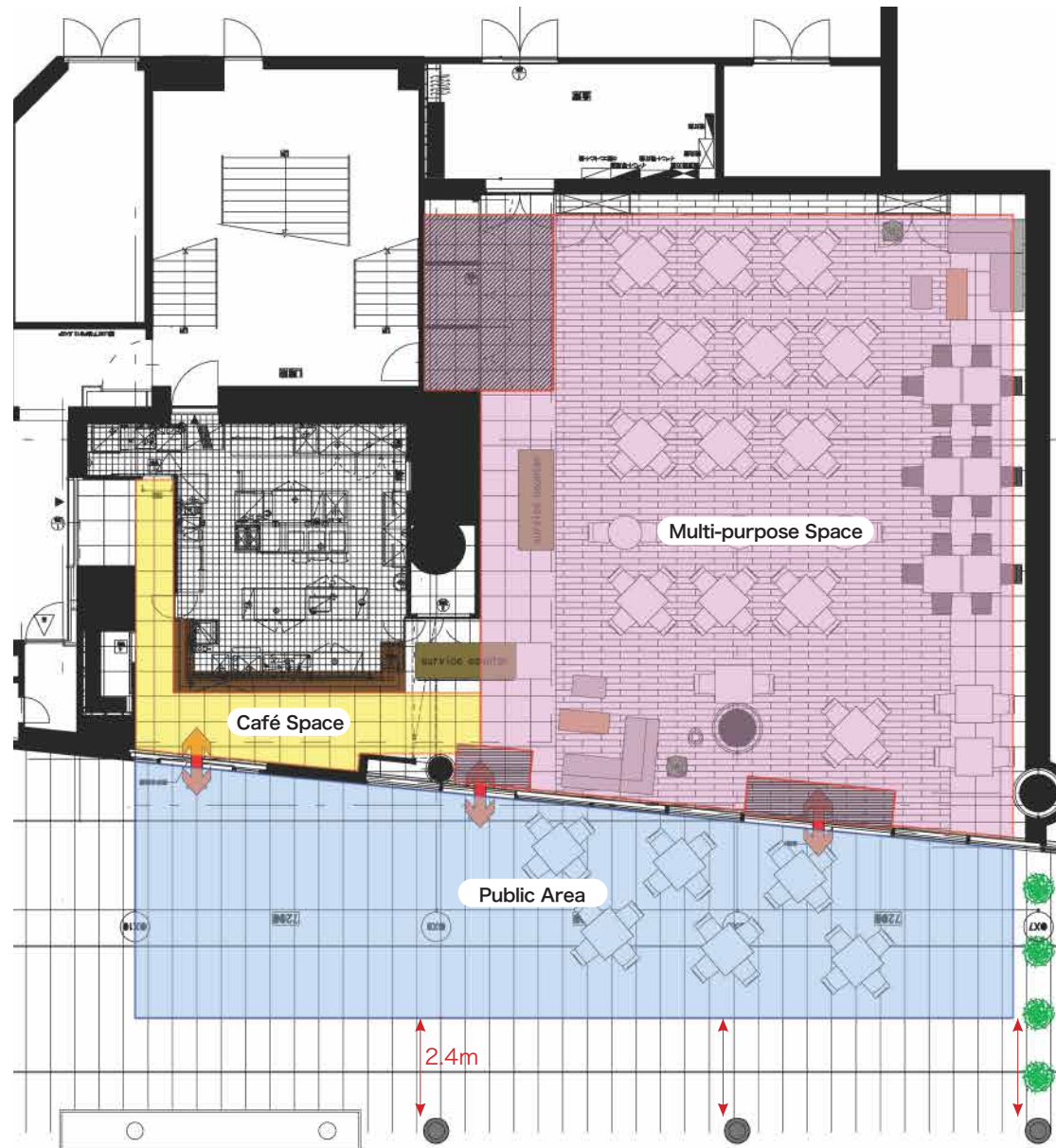


## Public Area



  
Please note that in this area no walls, stages, or other displays are allowed as the staff use this area as an access route.

  
Please note that in this area no walls, stages, or other displays are allowed as this is designated as an emergency escape route.



Condition for use of public area:



\* Secure sufficient walkway space for pedestrians.

\* Adjustment required for the content of event including installed objects

**Area •Facilities**

Total floor area of inside the shop:  
Approx. 290m<sup>2</sup>  
Effective area for an event: Approx. 220m<sup>2</sup>

Ceiling height:3.2m

Maximum seating for 155,  
Standing capacity 200 people

**Specifications**

Floors: Wood flooring

Walls: White paint

Ceiling: Wood-grain louvers, white paint

Load limit: 300kg/m<sup>2</sup>

Basic hours: 8:00 a.m.-11:00 p.m.

**Equipment**

Power source

20A per circuit

(15A parallel circuit/2-plug outlets),  
4 circuits, outlets at 10 locations

Lighting

Recessed lights: 137

Spotlights: 84

Multifunctional LED indirect lighting

Sound system

Ceiling/floor speaker system,

Mixer, multi-switcher, DVD/CD player,

Wired/wireless microphones, mic stand

Others

Projector, LAN, TV antenna,

Phone line, picture-hanging rails, chairs,

tables

**CONTACT**

Sales Planning Group,

Town Management Department

TEL : 03-6406-6666

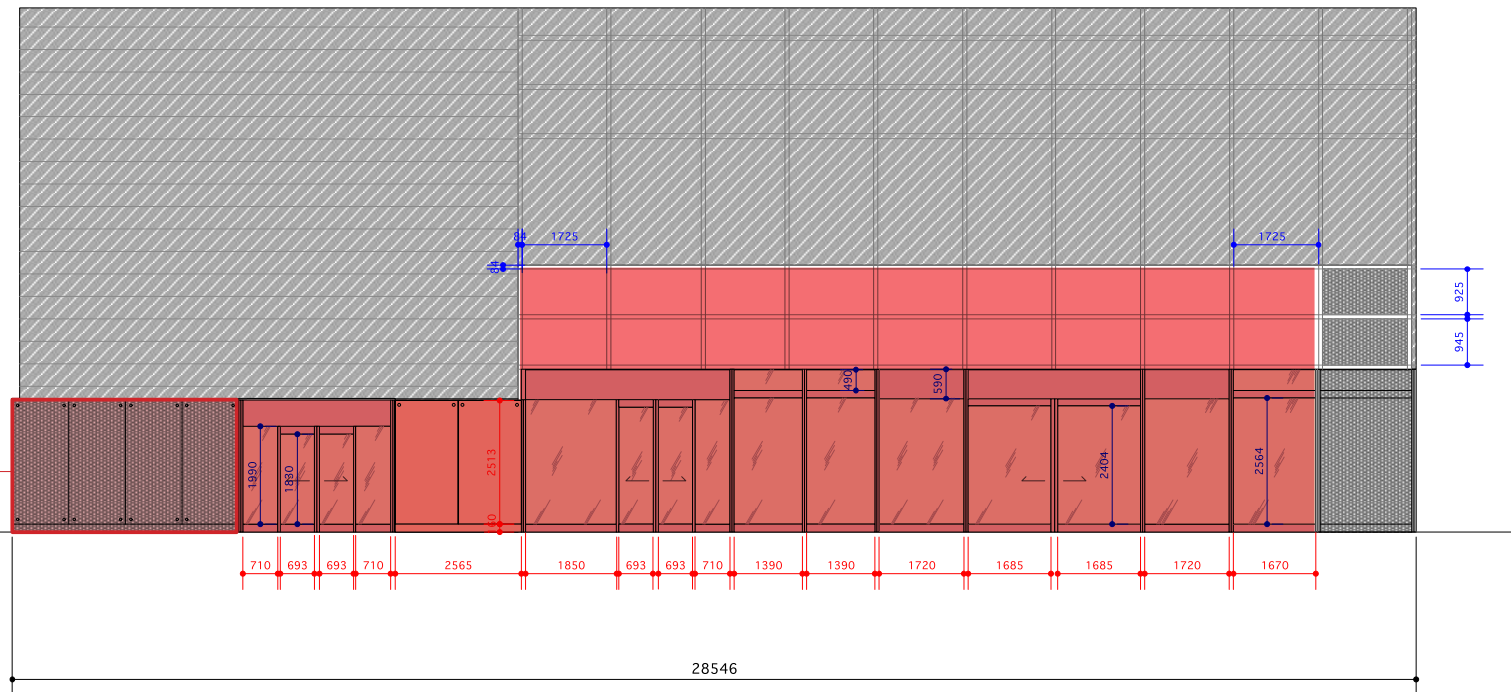
### Café Exterior Decoration

The café exterior may also be decorated when using the Hills Café/Space. Use of the exterior for displaying the café name and/or theme is welcome.

Use of café is conditional upon returning the space to its original condition.



▼ G.L.



\*Assumes signage and decoration designed for café use.  
 \*Posting of pure ads, etc. may require applying for outdoor advertising.

### Usage Examples





\* Pictures shown were taken during events held in the past. Details for future events are to be decided at the time of the event.

Details	Day of Use	Usage Hours	Fee (tax excluded)
<b>Basic Fees</b>	weekdays	8:00~23:00	¥800,000/Day
	Saturday/Sunday/Public Holiday	8:00~23:00	¥1,200,000/Day
<p>* Actual expenses will be incurred separately for the content of event which requires more than normal operation for drinking and eating.            * Normal operation for drinking and eating refers to standard business of Hills café when not holding an event.</p>			
<b>Fee for nighttime unloading and preparation</b>	weekdays	23:00~8:00	25% of the basic fee for the initial day of the event
	Saturday/Sunday/Public Holiday	23:00~8:00	
<p>* If the initial day of the event falls on a weekend or holiday, 25% of the weekend/holiday fee will be charged regardless of whether set-up and nighttime unloading for set-up takes place on a weekday.            * Unloading and preparation at the venue may start after 11 p.m., once all customers have left and the venue has been secured.</p>			
<b>Fee for nighttime removal and loading</b>	weekdays	23:00~6:00	¥50,000/hour
	Saturday/Sunday/Public Holiday		
<b>Overtime extended fee</b>	weekdays	23:00~6:00	¥60,000/hour
	Saturday/Sunday/Public Holiday		
<b>Special Usage Fee</b> Multi-purpose Space	weekdays	8:00~23:00	¥400,000/Day
	Saturday/Sunday/Public Holiday	8:00~23:00	¥600,000/Day
<p>Full-day use for preparation and removal</p>			

\*The pricing above is valid as of March 2017, but as prices may fluctuate please consult with each individual vendor separately.

**Options**

**Custom menu**

Custom menu items can be provided at Hills Café/Space at the client’s request, given notification at least three weeks prior to the event.

Original Menu Development Fees	
Drinks	From 10,000 yen/item
Desserts	From 20,000 yen/item
Food	From 30,000 yen/item

**Party Catering**

Catering can be provided during events at Hills Café/Space. Feel free to consult the venue regarding number of guests, budget and menu, etc.

Party Catering Fees	
Estimate provided separately	

**Boxed meals for staff**

Boxed meals can also be prepared for staff. For information regarding terms and conditions, please consult your event coordinator.

**Sales**

Product sales may also be conducted. Please consult your event coordinator for information regarding terms and conditions.

\*Clients are responsible for providing sales staff, cash register staff and management of products.

**Other equipment**

As a rule, fixtures, equipment, sound and lighting for events at Hills Café/Space are to be provided by the user.

**Custom menu images**



**Party catering images**



\*The pricing above is valid as of March 2017, but as prices may fluctuate please consult with each individual vendor separately.



● Lighting equipment list

Type		Quantity	Note	
General Lightning	Event area	Left and right white ceiling down light	25 Left 12 · Right 13	
		Front ceiling down light	9	
		Left and right upper wall down light	46 Left 23 · Right 23	
		Front wood grain ceiling	12 3 trips in 4 locations	
		Wiring duct spotlights	50 Can swing	
		Upper wall Philips Hue light strip	Total 3 Left-right front	
		Boundary	Ceiling down light	3
		Kitchen area	Upper wall down light	24
			Customer traffic area	12
			Down light above the counter	6
Pendant light above the counter	4			
Down light in the kitchen	16			
		Total 62		
Power supply for events	Main capacity	30kVA	AC 1 φ 3 W 200/100 V 50 Hz	
	Master breaker	200A	BBW 3200 Z (with leakage alarm)	
	Load circuit (C type · 30 A)	12 circuit		
	Sending wiring to the ceiling of the venue (C type · 30 A)	21 lines	In the event board	
	Sending wiring to the floor of the venue (C type · 30 A)	4 lines	Replace with a load circuit to use	
	Branch breaker (for adding temporary distribution board) * Connect after master breaker	150A	BBW 31501	

Infrared wireless microphone	audio-technica ATIR-T22A	2	With switch
Microphone stands	K&M 21020B	2	Boom microphone stand (black)
	Panasonic WN-431	2	Straight microphone stand (silver)
Portable CD player	Panasonic SL-CT810	1	

● Visual equipment list

Type		Quantity	Note
Visual equipment	Projector	Panasonic PT-DX610L	1 Resolution:1024×768·6500lm
	Multi-switch	IDK MMS-4502	1
	DVD player	PIONEER DV-3030V	1

● Other venue facilities

Type		Quantity	Note
Other venue facilities	Hanging pole rack	Φ 50 mm · Fixed type · 1.2 m pitch	10 Load bearing capacity at any one point: 30 kg Total load capacity 200 kg (per bar)
	Outlet under the floor	Power supply	10 Distributed arrangement of 20 A · 4 circuits
		LAN	10 RJ-45 (female connector)
AV input		1 Visual: Mini D-sub 15 pin Sound: Stereo mini (female connector)	
Wall outlet	TV antenna	1 F type connector (U / V / BS / CS)	
	Power supply	2 20 A (parallel)	
Network	B FLETS Hikari	100Mbps	Common use of underfloor wired / wireless

● Sound equipment list

Type		Quantity	Note
Sound equipment	Mixing desk	YAMAHA MG16XU	1 Mono 8ch, stereo 4 system
	Floor speaker	JBL EON515	2 Amplifier built-in · stand equipped
	Ceiling speaker	TANNOY I5AW	12 Event area
		BOSE FS16W	4 Kitchen area
	Amplifier	TOA P-120DH	1 Using 1 channel in each of the above two areas
	Storefront signboard built-in speaker	Custom order	
	Amplifier	Amcron XLS402	1
	Wired microphone	SHURE SM48S-LC	2 With switch

Please use the specified form in the design of the layout of the event. If you intend to use the facility equipment, please confirm the quantities in advance. NB: Some of the equipment may not function for your purposes on the day and quantities may change. We seek your understanding in advance.

● Fixtures list

Type	Location	Item	Quantity	Note
Table	Low table (Shared use for terrace seat)	White top board (outer edge - grain wood) Top board · Melamine dressing board (sheet pasting possible) Legs: Silver	30	W900×D900×H720 *10 Tables are stored as spares in warehouse
	High table	Wood grain Sheet pasting possible Legs: Black	12	W900×D900×H1,000 * 2 Tables are stored as spares in the warehouse
Chair	Indoor use	No armrests	60	W460×D510×H810 SH420
	Outdoor use	With armrests	40	W530×D510×H810 SH390
	High chair		30	W400×D460×H900 SH700
	Kids' chair		4	W455×D550×H790 SH425~570
Sofa set	Large	L type with back /armrests	2	W1,800×D850×H620 SH340
	Medium	I type with back	2	W1,600×D850×H620 SH340
	Small	No back	2	W850×D600×H340
	Exclusive table	*1 set each for a total of 2 sets	2	W1,200×D500×H370
Service counter	Integrated type	Built-in storage shelf separated type	1	W1,800×D700×H1,000
		(Storage rack)	2	
	Segmented type	Separable into three divisions	1	W1,800×D700×H1,000
Magazine / material shelf			1	*Planned purchase
Temporary stage		No decoration Step (Large) Step (Small) · box horse	3	W1,200×D2,400×H400

*hills café* / **SPACE**

Rules of Use

## Rules for Use of Hills Café/Space

### Hours of Use

Basic hours of use	8:00 ~ 23:00
Nighttime loading/set-up time	23:00 ~ 8:00
Nighttime removal/move-out	23:00 ~ 6:00
Extended off-hour use	Extended use available on a per-hour basis Refer to P007 for fees.

\*Hours of use include all time required for preparation and clean-up.

\*Refer to the venue fees on P007 for usage fees.

### Preliminary Meetings

1. Please meet with the Mori Building staff in charge at least 15 days prior to use to discuss details of event schedule, program, venue set-up, equipment and so on.
2. If use involves any construction within the venue, please confirm details in advance with the Mori Building staff in charge, including blueprints, preparatory drawings, electrical schematics and so on.
3. Depending on the nature of the event, management reserves the right to refuse use of the facilities, so work closely with the Mori Building staff in charge regarding preliminary meetings and site inspections.
4. Special security, cleaning and other requirements may be the responsibility of the user; please meet with the Mori Building staff in charge to discuss these in advance.

### Cancellations

In the event that the applicant initiates a cancellation, please submit the prescribed cancellation application form upon entering the required information.

### Cancellation Fee

Cancellation by 31 days prior to date of use	50% of venue fee listed on application form
Cancellation within 30 days of the date of use	Full venue fee listed on application form

### Cancellation after Contract Completion

In the event that any of the following conditions are true after completing the contract, we may revoke the user's permission to use the venue or halt the event while the facilities are in use. Note that the venue shall not bear any liability whatsoever for any damages caused to the user as a result of a cancellation for a reason that corresponds to any of the following.

1. If false information is entered in the application for use of the venue.
2. If using the facilities proves difficult due to a disaster or other instance of force majeure.
3. When a condition corresponding to any of the restrictions listed in the aforementioned Usage Restrictions is true.
4. When work or an event is conducted at a location unapproved for use.
5. When the user has failed to comply with the venue's Usage Restrictions.
6. If the usage fee has not been paid by the prescribed date.

### From Application to Contract and Payment

1. When applying, please indicate the purpose of the event, its nature and other details.
2. Please note in advance that, depending on the nature of the event, we may refuse use of the venue.
3. There is no system of tentative reservations. Only finalized applications are accepted.
4. Upon entering the required information on the venue's prescribed application form, please submit the document to a Mori Building Co., Ltd. official. We will make a decision after receiving your application.
5. Please pay a deposit (50% of basic usage fee of the venue) to the designated bank account by the venue within one week from submission of the application form. Please deposit the balance (50% of basic usage fee of the venue) by one week before the usage day.
6. Cancellations made after an application has been received will incur a

separate predetermined cancellation fee.

7. Regarding overtime usage fee and other charges, after use of the venue, an invoice will be issued based on the final statement. After you receive the invoice, please deposit money to the designated bank account within one month.
8. The applicant shall bear any wire transfer fees associated with their payment.
9. The right to use the venue may not be transferred or lent to another party.
10. If you are unable to comply with the Regulations for Use, your use of the venue may be refused even while you are using it.

### Usage Restrictions

We may refuse to rent out the venue in the event that any of the following conditions are true. Furthermore, use of the venue may be halted even if the application has been received and the facilities are in use. Mori Building Co., Ltd. shall not bear any liability whatsoever for any damages caused to the user as a result.

- The event goes against public order and morals.
- If false information is entered in the application for use of the venue.
- The event is connected to political, religious or other such activity.
- If a relevant government office issues an order to halt the event or it proves difficult to hold the event in compliance with a directive from such an office.
- If there is a risk of damage or destruction to the building or equipment.
- If there is a possibility that the event may create disorder or danger for visitors or the venue's surrounding area.
- If the Regulations for Use or the instructions of an administrator are not followed.
- Loud noises, foul odors or the like cause offense to the public.
- Traffic on the road in front of the venue is impeded.
- Events involving competition with Mori Building Co., Ltd. and Roppongi Hills.
- Events that may interfere with the business of Roppongi Hills tenants.
- Mori Building Co., Ltd. otherwise determines that the event is inappropriate.

### Notification to Relevant Government Offices

Depending on the nature of the event, notifications and applications may be required for submission to relevant government offices or elsewhere.

With regard to notifications prescribed by laws, regulations and so forth, as well as the use of the venue and carrying out projects, the organizer should notify the relevant government offices by the designated times and otherwise fulfill related requirements. However, there are certain forms for notifying the fire department, so please consult with one of our sales representatives prior to notification. In addition, when notifying relevant government offices and the like, please submit copies of notifications and application forms to the venue administrator.

Police	Azabu Police Station	03-3479-0110
Fire	Azabu Fire Station	03-3470-3470
Health Center	Minato Ward, Minato Health Center (Environmental Health Division)	03-5114-3009

**Administrative Liability**

With regard to accidents that occur while the venue is in use, the user shall be liable for not only the actions of the user, but also for all actions of business operators involved and of visitors. Hence, please do everything in your power to prevent accidents. Security for the venue and freight loading/unloading is the responsibility of the user. Please endeavor to control traffic, manage the situation in the venue, and prevent theft, fires, accidents and the like by consigning this work to a security contractor or stationing security personnel. For security, use the venue's designated security contractor(Shintei Security: 03-5414-2381).

**Exemptions and Compensation for Damages**

Mori Building Co., Ltd. shall not be liable whatsoever for any accidents in the facilities while they are in use, such as theft and damage. In the event that facilities, equipment, fixtures and the like are damaged or lost while the venue is in use, the user shall bear the costs.

**Administration of Restoration and Cleaning Work**

The user shall clean and restore the facilities used to their original condition. Mori Building Co., Ltd. shall verify the facilities' condition after their use. Note that if holding an event has an accompanying need for special cleaning, please use our designated contractor (Cleaning: Seishin Service 03-5786-9835)

Note:

1. Depending on use of media, etc. within Roppongi Hills, we may be unable to accept your application. Your understanding is appreciated.
2. Please give thorough consideration to neighboring tenants if any loud sounds, smells, long lines of people or the like will be present while holding your event.

**Rules Regarding Set-up and Removal**

As a rule, work time, including unloading and loading, shall be from 11 p.m. to 8 a.m.

Vehicles used for unloading and loading may use the car lift only between the hours of 11 p.m. and 5 a.m.

Vehicles involved in loading and unloading should exit from 66 Plaza by 5 a.m.

**Loading and Unloading**

1. Take the necessary precautions to avoid damaging or dirtying the facilities during loading and unloading.
2. When lanes for loading and unloading overlap with lanes for visitor traffic, please give visitors priority. Also, please station security guards at designated locations and give thorough consideration to safety.
3. You must go through procedures at the Distribution Center to use carts and other such equipment for loading and unloading.

**Setup and Removal Precautions**

1. Use of open flame, gas and electrical heating equipment, and bringing into the venue any hazardous materials is prohibited under fire prevention-related laws and regulations.
2. Adhesive tape, nails and the like may not come into direct contact with the building during installation work and may not be used on ceilings, floors, walls, windows. etc.
3. We may refuse to allow the production of loud noises, foul odors, shaking, etc.
4. Please consult with the venue administrator concerning the delivery of heavy items.
5. We may instruct you to only use fully flameproof materials (bearing a flameproof label) for ornamentation or display (including floor carpets, etc.).
6. Please ensure any decorative items remain at least 400mm from the ceiling.

7. Secure passage width of at least 2.5m in the space, and make sure that passage is accessible to at least two emergency exits.
8. Ensure displays and decorations do not interfere with sprinkler heads, etc.
9. Arrange ornaments and displays so that they do not obstruct light switches, emergency exits, fire doors, flameproof curtains, smoke ventilation equipment, fire alarms, breaker panel switches, shutters, shutter boxes, etc.
10. With regard to other rules, please comply with relevant laws and regulations.

**Work Notices and Loading/Unloading Procedures**

1. Building entry procedures are required for all workers involved in setup and removal, including the staff running an event.
2. Upon filling out the prescribed form, please submit the work notification to the venue administrator (to be received by 18:00 on the 3rd business day prior to the event).
3. Please apply in advance for use of the car elevator. The car lift operator must be trained in its use by the manufacturer.
4. Prior to beginning work on the day of, check in to the building at the Mori Tower Security Control Center .
5. All workers should wear a building pass. This is issued during building check-in, after confirming the construction work to be carried out that day.

**Loading and Unloading via the Distribution Center**

1. Unloading and loading involving use of loading docks on the B1 and B2 levels of the Mori Tower must all be arranged through the Distribution Center.
2. Submit an unscheduled loading/unloading registration to the Distribution Center.
3. When unloading items from the venue, bring the permit sent back by the Distribution Center.
4. Use of the logistics yard and wheeled hand truck rentals require a fee.
5. Roppongi Hills Logistics Management Center tel:03-6406-6688

**Running your Event**

1. Event Staff

When running an event, all event staff should wear the staff IDs prepared for them. Please submit a sample staff ID in advance to the venue administrator.

2. Press activities

Media coverage and photography are prohibited without permission from Mori Building Co., Ltd. Please contact the Roppongi Hills Public Relations Office (Tel. 03-6406-6382) regarding any photography or coverage other than photos for documentary purposes. Please also contact the Roppongi Hills Public Relations Office prior to use of documentary photos in any other media.

3. Involvement of Celebrities, Cultural Figures and Other Notable Public Figures

You are required to submit an event timetable. For security reasons we may change the event plan or restrict lanes of traffic inside Toranomon Hills. Please liaise with the venue administrator in advance.

4. Contacts for Event Inquiries

At Roppongi Hills we generally do not respond to inquiries concerning events, so please arrange for the appropriate person or office anybody can contact specifically for your event.

**Precautions regarding use of car lift**

1. Application for use

If you wish to use the car lift for unloading and loading, please be sure to consult venue management in advance. Same-day applications for use are not accepted.

2. Car lift hours of use

As a rule, use of the car lift for unloading and loading shall take place between 11 p.m. and 5 a.m. All vehicles involved in unloading and loading should exit from 66 Plaza by 5 a.m.

3. Use of flatbed trucks prohibited

To prevent cargo shift, flatbed trucks not enclosed by panels may not be placed on the car lift.

4. Security and guidance

Security guards should be assigned during unloading and loading using the car lift. They should be posted in front of the car lift on the first floor (to guide pedestrians on the walkway) and at 66 Plaza (to guide pedestrians when vehicles are in transit).

\*Please make inquiries regarding and arrangements for security guards directly with Shintei Security (Roppongi office, tel. 03-5414-2381), the designated security company for Roppongi Hills.

5. On-site inspection of car lift

Please refer to the car lift dimensional diagram in the next section for car lift

dimensions. Be sure to inspect the car lift on site in advance.

6. Car lift operation

The car lift is designed such that the driver raises and lowers the lift from inside. Other operation, including opening and closing of the lift doors and calling the lift require the operator to have received training from the manufacturer. Training is offered on the third Wednesday of each month from 10:30 a.m. Please contact the Mori Building staff in charge if you wish to receive training.

7. Wood deck protection

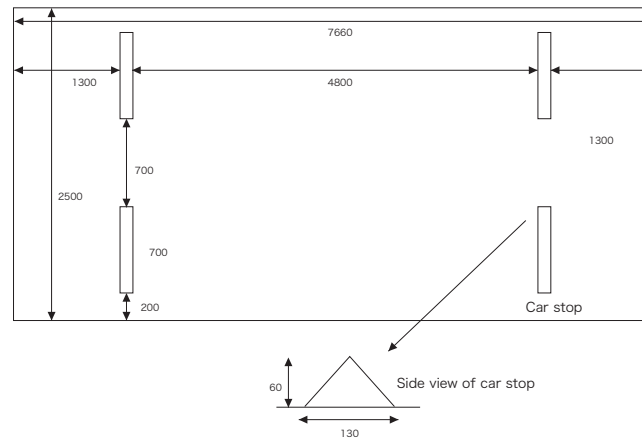
Vehicles traversing the wood deck when transiting 66 Plaza should provide protection for the decking section to ensure tire tracks are not left behind.

8. Stationary steering prohibited

Do not use stationary steering when moving vehicles.

9. Car lift dimensional diagram

\*Vehicle height limit is 3,000mm, with a weight restriction of 8,000kg when loaded.



\*Use of the car lift requires an operator who has received training. Those who have not received training in the past are asked to participate in the simple training session prior to use.

**For inquiries on using the venue, contact**

Sales Planning Group, Town Management Department  
 Mori Building Co., Ltd.  
 Tel. 03-6406-6666