



## HILLS MEDIA&SPACE

Roppongi Hills Media/Space Guide



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# 1. HILLS AREA

The expanding  
and evolving  
Hills Area



## Hills Area List

Comparison of the ever-expanding and evolving Hills Area

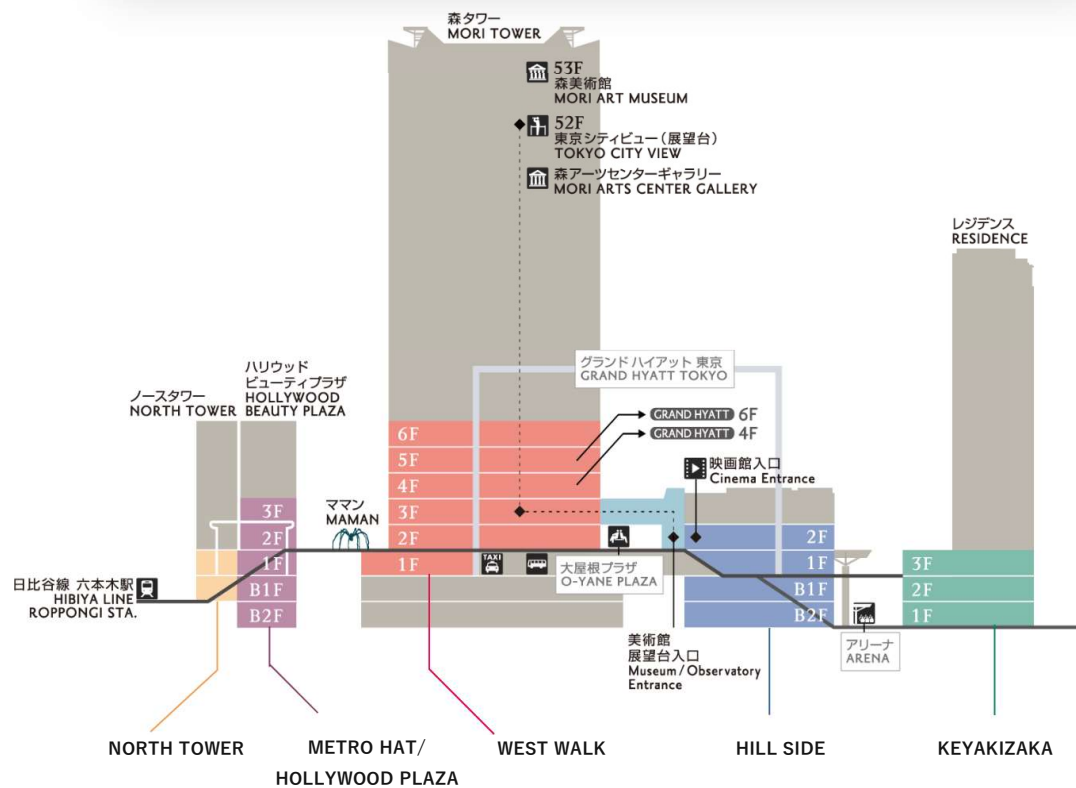
	Roppongi Hills	Toranomon Hills	Azabudai Hills
			
Total Floor Area	Approx. 759,100m <sup>2</sup>	Approx. 792,000m <sup>2</sup>	Approx. 861,700m <sup>2</sup>
Green area	Approx. 19,000m <sup>2</sup>	Approx. 21,000m <sup>2</sup>	Approx. 24,000m <sup>2</sup>
Offices Leasable floor space	Approx. 190,870m <sup>2</sup>	Approx. 305,000m <sup>2</sup>	Approx. 214,500m <sup>2</sup>
Residences Units (Residents)	Approx. 840 units (Approx. 2,000 people)	Approx. 730 units (Approx. 1,600 people)	Approx. 1,400 units (Approx. 3,500 people)
Retail Facilities	Approx. 40,000m <sup>2</sup>	Approx. 26,200m <sup>2</sup>	Approx. 23,000m <sup>2</sup>
Hotel Rooms	387 rooms	Approx. 370 rooms	122 rooms
Major Facility Spaces	Mori Art Museum, Tokyo City View, Mori Arts Center Gallery, ROPPONGI HILLS CLUB, Movie Theater TOHO Cinemas Roppongi Hills, Roppongi Hills Arena	TOKYO NODE, Toranomon Hills Forum, Toranomon Alley, T-MARKET, ARCH Incubation Center, CIC TOKYO, Oval Plaza, Shintora-dori Avenue	MORI Building DIGITAL ART MUSEUM, Azabudai Hills Gallery, Central Square, Azabudai Hills Market, Center for Preventive Medicine, International School



## 2. OVERVIEW

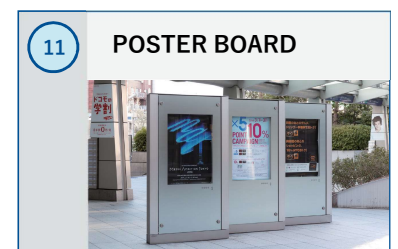
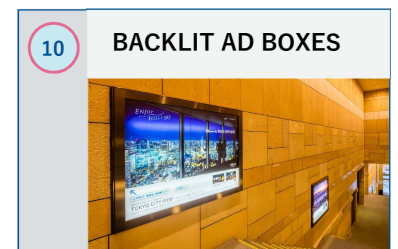
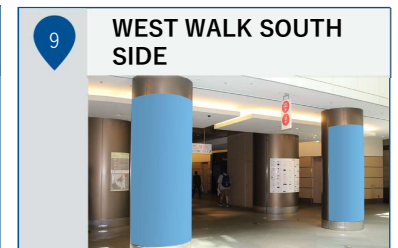
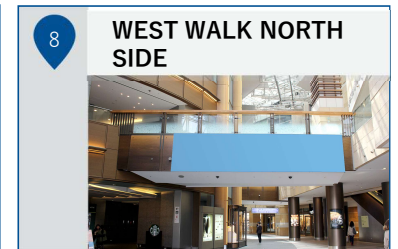
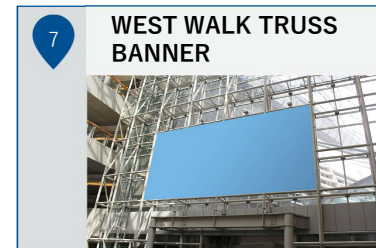
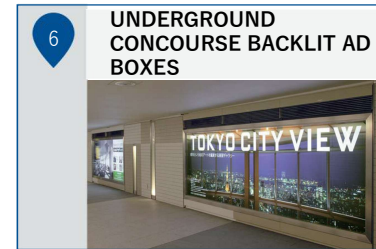
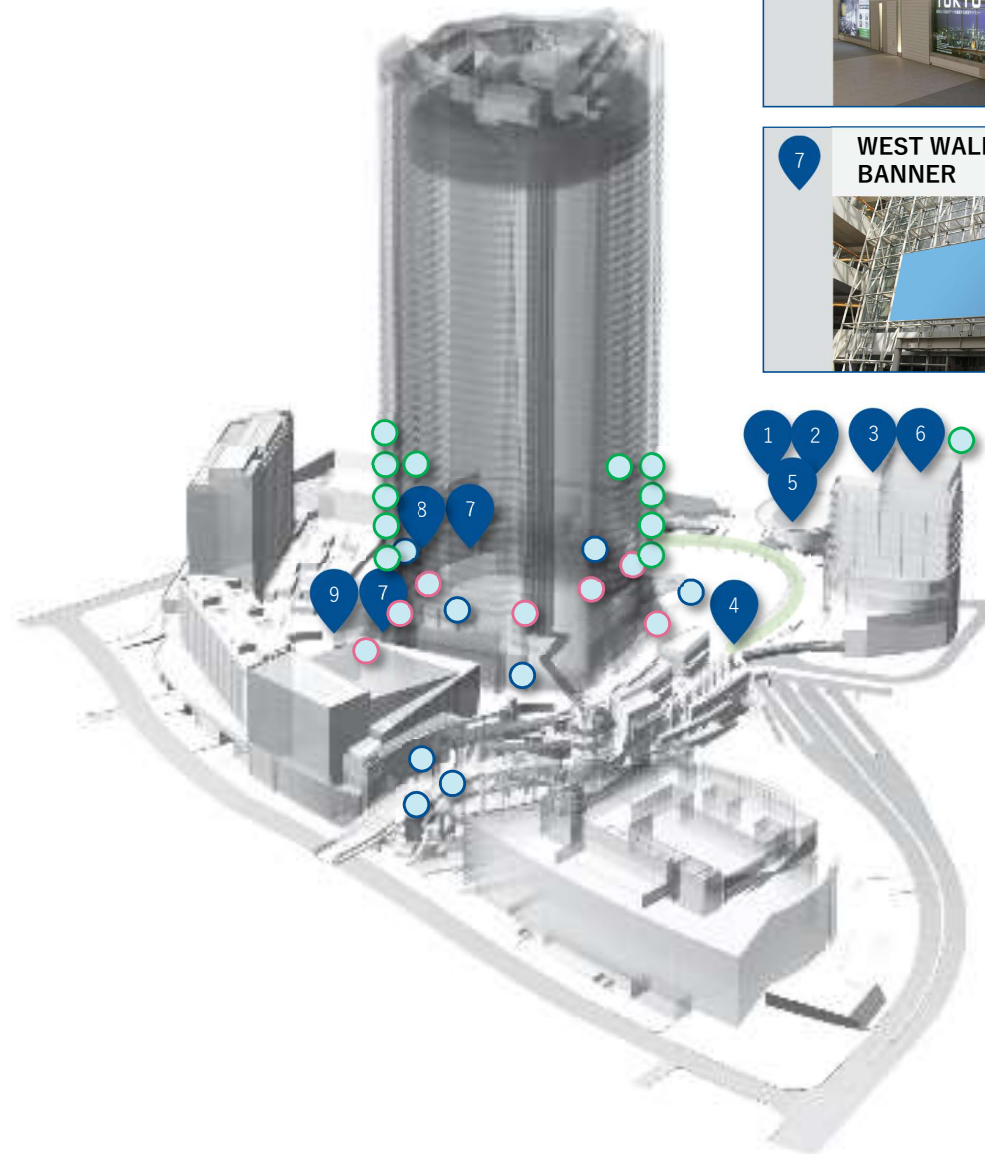
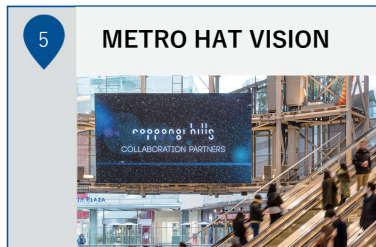
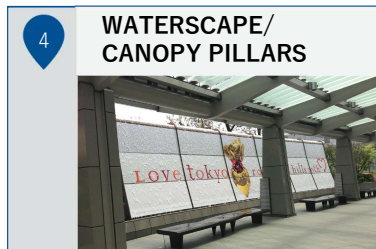
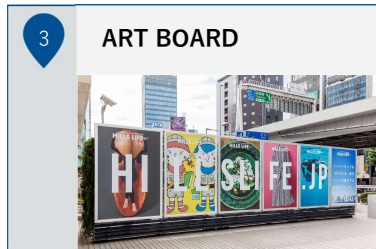
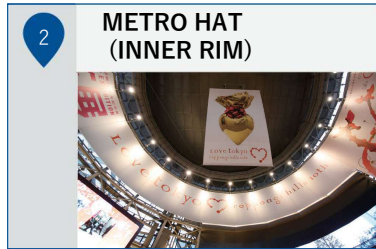
### Roppongi Hills

Site Area	: Approx.7.5ha
Green area	: Approx.21,000㎡
Total Floor Area	: Approx.792,000㎡
Residences Units	: Approx.730 units
Offices Leasable floor space	: Approx.305,000㎡
Retail Facilities	: Approx.26,000㎡
Shops	: Approx.170
Hotel Rooms	: Approx.370 rooms

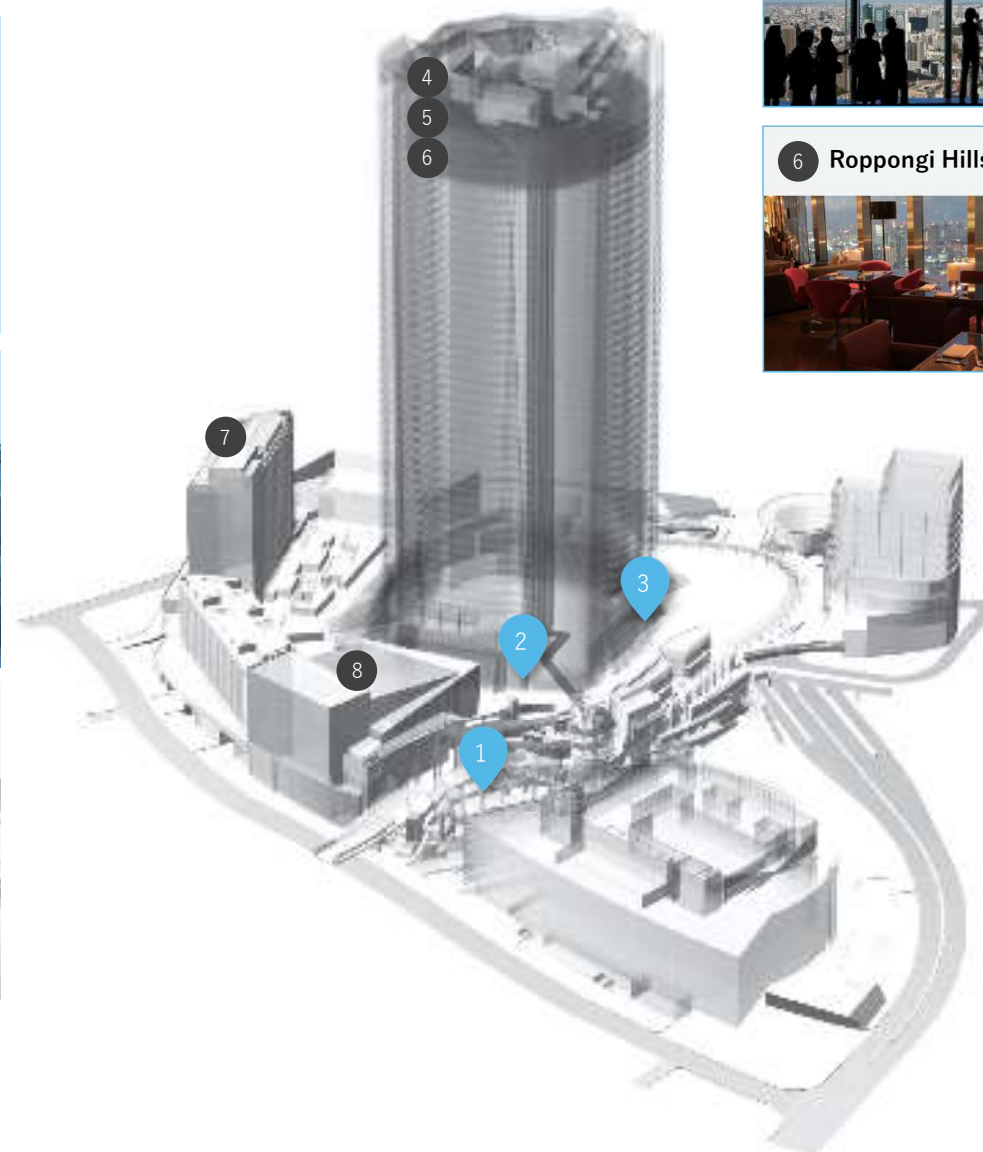
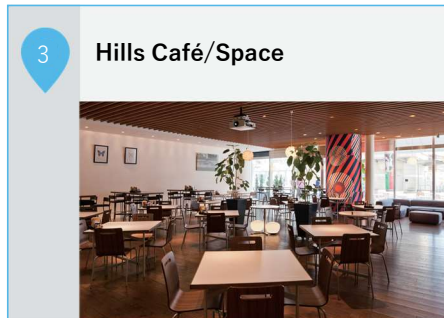
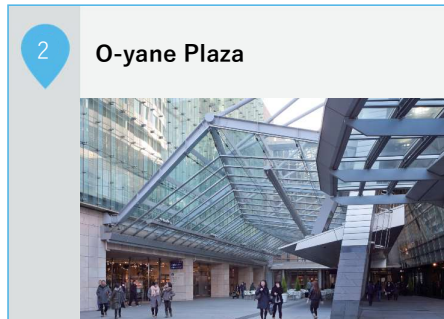
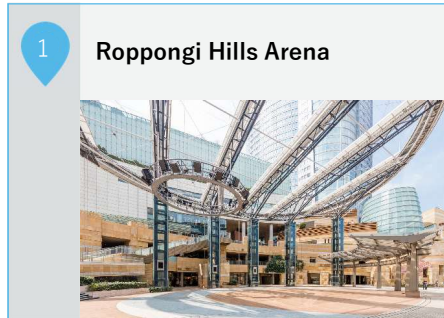


### 3. MEDIA

#### ROPPONGI HILLS MEDIA – MAP









## 1 METRO HAT (OUTER RIM)

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 the Hills visitors 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)



Name	METRO HAT (OUTER RIM)
Location	Metro Hat outer rim wall (facing Roppongi-dori Ave.)
Media	Sheet (affixed)
Size	H 13,050 × W 34,950 mm (max)
Exposure Period	7 days (including 1 day of installation)
Price	¥ 6,000,000
Notes	Displayed from indoors

### 3. MEDIA

#### 2 METRO HAT (INNER RIM)/ Hanging Media

Offers an overwhelming 360-degree advertising 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.



Name	METRO HAT (INNER RIM)	Hanging Media
Location	Metro Hat Inner Rim section from Roppongi Station (Hibiya Line) concourse to 66 Plaza	
Media	Banner(tarpaulin)	Hanging media
Size	H4,200-8,500×W62,700mm (max)	Banner : H8,000×W4,800mm
Exposure Period	7 days (including 1 day of installation)	7 days (including 1 day of installation)
Price	¥5,000,000	¥1,000,000
Notes	Installed using existing art wire. There is a limit to the extent of what can be posted.	There is a limit to the extent of what can be posted.



Newly-installed Roppongi Hills street media located on the pedestrian traffic line coming from the Roppongi Intersection, an area bustling with people day and night. Lined up at pedestrian's eye level, the six poster panels are highly eye-catching, much like something that would be seen in an art gallery. Many outstanding and creative works are often captured by passersby with their smartphones, potentially creating a buzz through the audiences.



## ART BOARD



Name	ART BOARD
Location	North Tower (facing Roppongi-dori Ave.)
Media	Backlit FF sheet
Size	Number of panels: 6 Outer dimensions:H2,120×W1,476mm、Inner dimensions:H2,000×W1,356mm
Exposure Period	7 days
Price	¥ 2,000,000
Notes	Mounting: FF sheet (SIP)

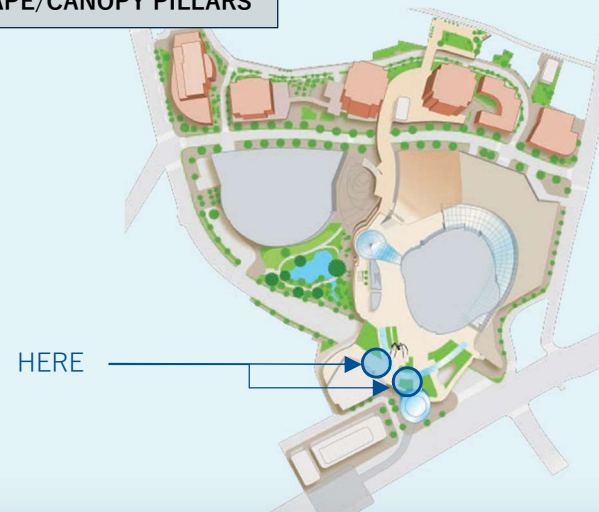
\*Conditions apply for sales, so please contact the person in charge.



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 the Roppongi Hills visitors, but also the businesspeople going to Mori Tower.



WATERSCAPE/CANOPY PILLARS



Name	WATERSCAPE	CANOPY PILLARS
Location	66 Plaza periphery	
Media	Sheet (affixed to glass surface)	Sheet (affixed)
Size	Waterscape A: H3,085 x W14,860 mm Waterscape C: H3,085 x W14,620 mm	Pillars: 15 Media surfaces: 30 Upper width 575/Lower width 785/Height 1,305mm
Exposure Period	7 days (including 1 day of installation)	7 days (including 1 day of installation)
Price	¥5,000,000	
Notes	Lighting: upper lights usually water falls from above creating the unique waterscape	Sheet applied to canopy pillar surface

\*Conditions apply for sales, so please contact the person in charge.

Situated above the symbolic Roppongi 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



Name	METRO HAT VISION
Location	Metro Hat interior at the exit from Roppongi Station (Hibiya Line) concourse
Media	Video (with audio)
Size	260-inch (18.8 m <sup>2</sup> )
Aspect ratio	16 : 9
Exposure period	From 1 day
Display time	8:00~24:00 (16 hours)
Price	¥300,000 / 7days (15 sec. x 2/hour)

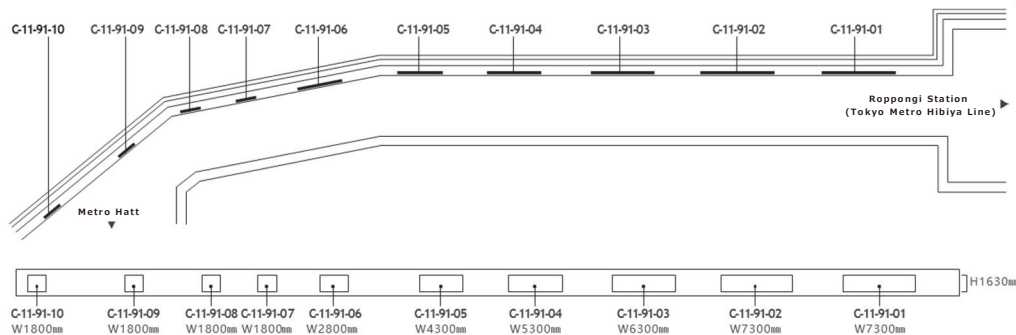
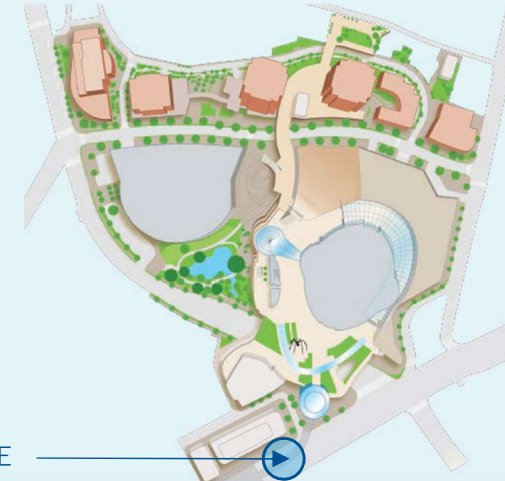
\*Sales are on a daily basis, so please contact us for prices.



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



Name	UNDERGROUND CONCOURSE BACKLIT AD BOXES		
Location	Underground concourse directly connecting Roppongi Hills and Roppongi Station (Tokyo Metro Hibiya Line)		
Media	Backlit ad box		
Size	H1,630 × W1,800-7,300mm		
Exposure period	From 6 months		
Price	C-11-91-01	¥9,900,000	1 period (6 months)
	C-11-91-02	¥9,900,000	1 period (6 months)
	C-11-91-03	¥8,500,000	1 period (6 months)
	C-11-91-04	¥7,300,000	1 period (6 months)
	C-11-91-05	¥6,000,000	1 period (6 months)
	C-11-91-06	¥3,800,000	1 period (6 months)
	C-11-91-07	¥2,500,000	1 period (6 months)
	C-11-91-08	¥2,500,000	1 period (6 months)
	C-11-91-09	¥2,500,000	1 period (6 months)
	C-11-91-10	¥2,500,000	1 period (6 months)



## 7 WEST WALK TRUSS BANNER NORTH SIDE/SOUTH SIDE

Located at the entrance to the West Walk, a shopping haven which leads to 66 Plaza and O-YANE Plaza, these advertising media are highly visible, capturing the attention of not only the Roppongi Hills visitors, but also the businesspeople going to Mori Tower.



SOUTH SIDE TRUSS BANNER



NORTH SIDE TRUSS BANNER

### WEST WALK TRUSS BANNER

WEST WALK SOUTH SIDE

WEST WALK NORTH SIDE



Name	WEST WALK TRUSS BANNER	
Location	West Walk Entrance	
Media	Banner	
Size	North side: H4,670×W5,050mm、South side: H4,600×W10,200mm	
Exposure period	7 days (Monday to Sunday) *Including one day for installation	
Price	North side truss banner	¥ 2,000,000
	South side truss banner	¥ 2,000,000
	South/North side set	¥ 3,000,000

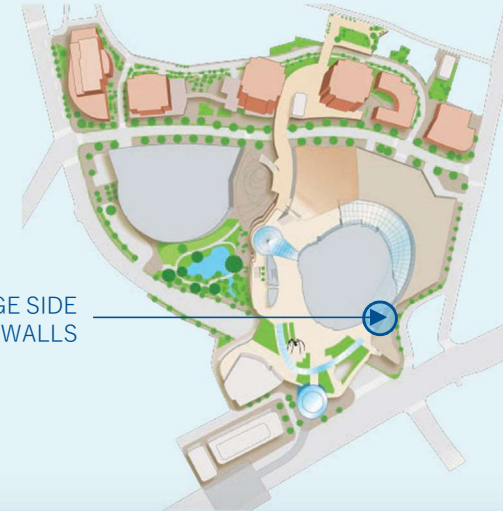
\*Conditions apply for sales, so please contact the person in charge.

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



WEST WALK  
NORTH OPTION

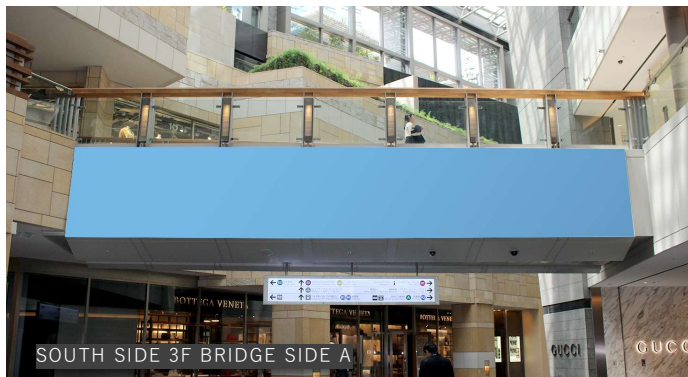
NORTH SIDE 3F BRIDGE SIDE  
NORTH SIDE WALLS



Name	NORTH SIDE 3F BRIDGE SIDE	NORTH SIDE WALLS
Location	West Walk North side	
Media	Banner	Sheet (affixed)
Size	H1,710 × W7,390mm	H1,600 × W3,540mm
Exposure period	7 days (Monday to Sunday) *Including one day for installation	7 days (Monday to Sunday) *Including one day for installation
Price	¥500,000	¥500,000

\*Conditions apply for sales, so please contact the person in charge.

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



#### WEST WALK SOUTH OPTION

SOUTH SIDE 3F BRIDGE SIDE  
SOUTH SIDE PILLAR WRAP



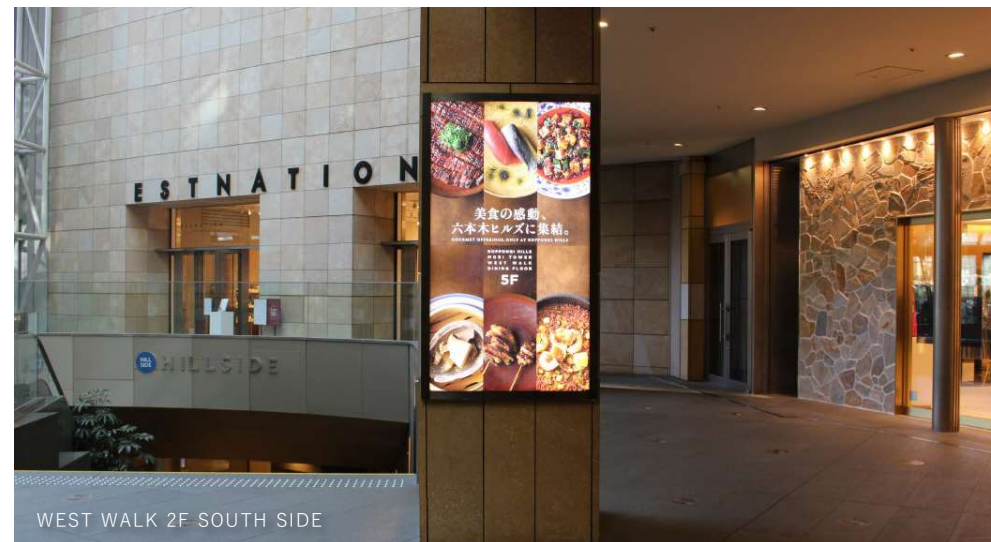
Name	SOUTH SIDE 3F BRIDGE SIDE A / B	SOUTH SIDE PILLAR WRAP
Location	West Walk South side	
Media	Sheet (affixed)	Sheet (affixed)
Size	side A : H1,700 × W10,324mm side B : H2,100 × W12,015mm	H3,025 × W1,780mm *semicircle
Exposure period	7 days (Monday to Sunday) *Including one day for installation	7 days (Monday to Sunday) *Including one day for installation
Price	¥500,000	¥500,000



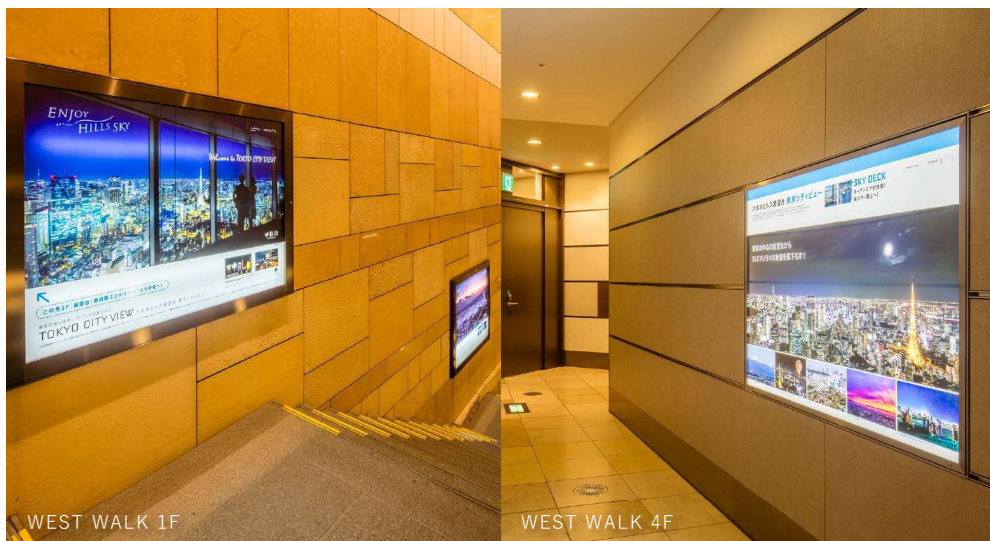
Backlit ad boxes and ad poster boards are positioned in locations throughout Roppongi Hills, attracting the eyes of passers-by with vivid visuals and causing many to stop and take a look.



WEST WALK 2F NORTH SIDE



WEST WALK 2F SOUTH SIDE



WEST WALK 1F

WEST WALK 4F

Name	BACKLIT AD BOXES	
Location	West Walk	1F to 6F Shop/Restaurant Area
	West Walk	2F North side · South side
	Keyakizaka Complex	1F
Media	Backlit ad box	
Size	W1,030 × H728mm, W1,456 × H1,030mm, W1,030 × H1,460mm, etc.	
Exposure period	From 1 month	
Price	West Walk 1F to 6F	¥ 52,000 ~ ¥ 119,000 / 1 period (1 month)
	West Walk 2F North side · South side	¥ 400,000 ~ ¥ 700,000 / 1 period (3 months)
	Keyakizaka Complex 1F	¥ 300,000 ~ ¥ 500,000 / 1 period (3 months)



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.



66 PLAZA WEST WALK NORTH SIDE



66 PLAZA WEST WALK NORTH SIDE



KEYAKIZAKA COMPLEX B1F



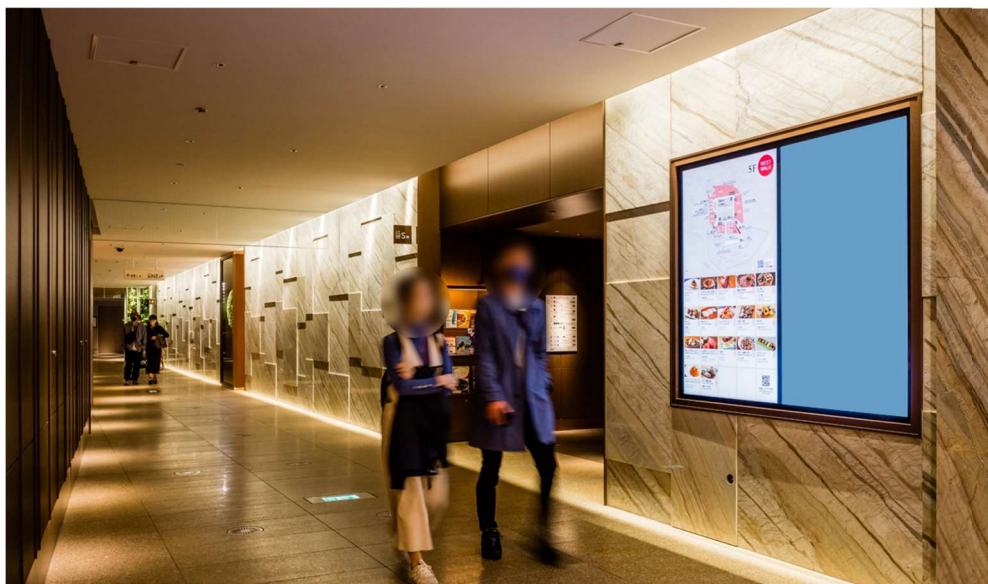
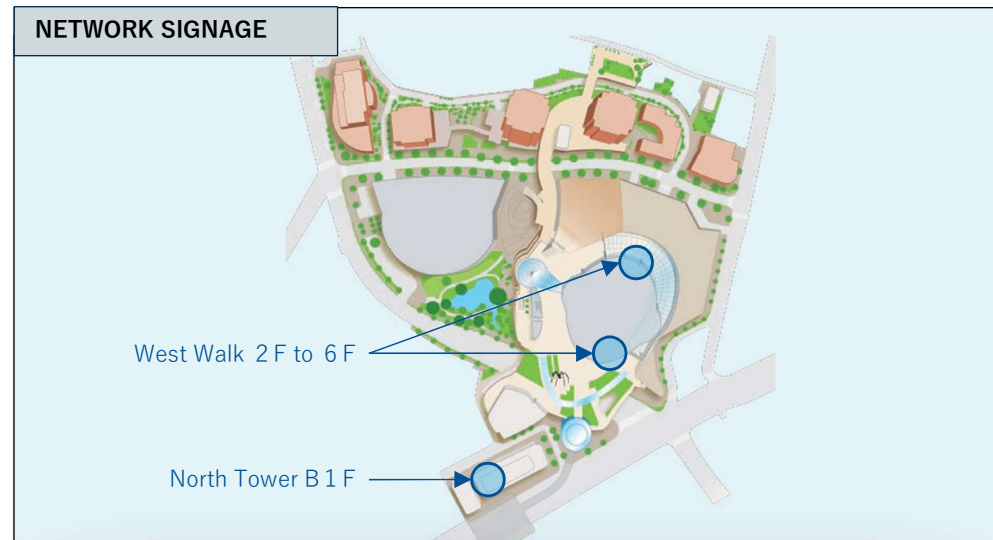
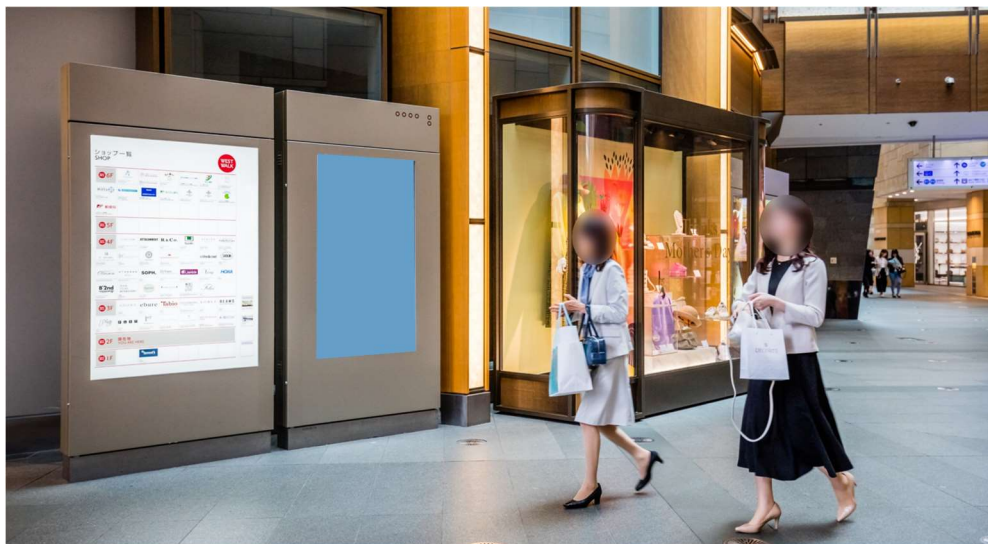
66 PLAZA ART WALK SIDE

Name	POSTER BOARDS	
Location	66 Plaza West Walk North side	*total 6 surfaces
	66 Plaza Art Walk side	*total 2 surfaces
	In front of sub-entrance (front)	*total 12 surfaces
	In front of Metro Hat	*total 3 surfaces
	Museum Cone 1F	*total 2 surfaces
	Keyakizaka Complex B2F-2F	*total 15 surfaces
Media	Posters	
Size	H1,030×W728mm (B1 poster)	
Exposure period	7 days or more	
Price	66 Plaza West Walk North side	
	66 Plaza Art Walk side	
	In front of sub-entrance (front)	¥ 50,000/1 period (7 days) /surface
	In front of Metro Hat	
	Museum Cone 1F	
	Keyakizaka Complex B2F-2F	¥ 40,000/1 period (7 days) /surface

\*Some are unlit (In front of sub-entrance, Keyakizaka Complex 1F/2F)



Installed adjacent to the floor map on the main traffic route of each floor.



Name	NETWORK SIGNAGE	
Location	West Walk 2F to 6F : total 11 surfaces	North Tower B1F : surface
Media	Digital Signage	
Size	H1,436mm × W809mm (65-inch)	
Aspect ratio	9 : 16 (Liquid Crystal Display)	
Display time	Following the facility's opening hours	
Unit	15 seconds x 20 times/hour (sales slots: maximum 6 slots)	
Exposure period	7 days (Monday to Sunday)	
Price	12-screen set broadcast : ¥400,000/1 period (7 days)	

\*Both video and still images are acceptable for video materials.

\*Display will be delivered as a complete package. Also, there is no audio output.

\*Design and video content review is required in advance.

\*In the event of an emergency, information notices from Mori Building may be displayed.

\*We will not adjust for competition with the surrounding advertising media or the preceding or following frames.

Media	Content	Exposure Period	PRICE (tax excluded)	Notes
METRO HAT	Outer rim	7 days	¥ 6,000,000	* Purchased exposure period must include time required for installation and removal.
	Inner rim	7 days	¥ 5,000,000	* Basic schedule: Installation Monday (late night)/Removal Sunday (late night)
	Hanging Media	7 days	¥ 1,000,000	* The media fee does not include 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 (A・C) / CANOPY PILLARS		7 days	¥ 5,000,000	* Purchased exposure period must include time required for installation and removal. * The media fee does not include production or installation costs. * Canopy pillar media is included in the waterscape media price. * There are cases when the water is stopped due to weather. Water flowing time 8:30 to 21:30 ; lighting is on until 12 a.m.
METRO HAT VISION		7 days (15 sec. × 2/hour)	¥ 300,000	* Exposure frequency (no. of spots per hour) and length of exposure (number of days) is decided in separate discussions with management. * A separate material submission fee will be charged. * Display time: 8:00 to 24:00am.
UNDERGROUND CONCOURSE BACKLIT AD BOXES	C-11-91-01	1 period (6 months)	¥ 9,900,000	* The media fee does not include production or installation costs.
	C-11-91-02	1 period (6 months)	¥ 9,900,000	
	C-11-91-03	1 period (6 months)	¥ 8,500,000	
	C-11-91-04	1 period (6 months)	¥ 7,300,000	
	C-11-91-05	1 period (6 months)	¥ 6,000,000	
	C-11-91-06	1 period (6 months)	¥ 3,800,000	
	C-11-91-07	1 period (6 months)	¥ 2,500,000	
	C-11-91-08	1 period (6 months)	¥ 2,500,000	
	C-11-91-09	1 period (6 months)	¥ 2,500,000	
	C-11-91-10	1 period (6 months)	¥ 2,500,000	

## Notes on video broadcasting

\*For Metro Hat Vision, a separate material submission fee will be charged from the first material onwards, and for network signage, a separate material submission fee will be charged from the second material onwards.

\*The minimum broadcast rate [broadcast rate = (number of actual broadcast surfaces x actual broadcast time) ÷ (number of installed surfaces x broadcast time)] is 90% (except in emergencies).

\* Price 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.

\* Production/processing of advertising materials for Metro Hat, waterscape, and backlit ad boxes must be handled by a production company designated by the management.

\* Media sizes may differ slightly depending on the production company.

\*Conditions apply for exposure, so please contact the person in charge.



Media	Content	Exposure Period	PRICE (tax excluded)	Notes
WEST WALK	North side truss banner	7 days	¥ 2,000,000	* The media fee does not include production or installation costs. * Including 1 day of installation. * Competition adjustment among area stores.
	South side truss banner	7 days	¥ 2,000,000	
	South side/North side set	7 days	¥ 3,000,000	
WEST WALK	North side 3F bridge side	7 days	¥ 500,000	
NORTH SIDE OPTION	North side walls	7 days	¥ 500,000	
WEST WALK	South side 3F bridge side A	7 days	¥ 500,000	
SOUTH SIDE OPTION	South side 3F bridge side B	7 days	¥ 500,000	
	South side pillar wrap	7 days	¥ 500,000	
BACKLIT AD BOXES	West Walk 1F to 6F	1 period (1 month )	¥ 52,000 ~ ¥119,000	* The media fee does not include production or installation costs.
	West Walk 2F North side ・ South side	1 period (3 months)	¥ 400,000 ~ ¥ 700,000	
	Keyakizaka Complex 1F	1 period (3 months)	¥ 300,000 ~ ¥500,000	
POSTER BOARDS	66 Plaza West Walk North side*total 6 surfaces	1 period (7 days)	¥ 50,000/surface	* The media fee does not include production or installation costs.
	66 Plaza Art Walk side *total 2 surfaces	1 period (7 days)	¥ 50,000/surface	
	In front of sub-entrance (front) *total 12 surfaces	1 period (7 days)	¥ 50,000/surface	
	In front of Metro Hat *total 3 surfaces	1 period (7 days)	¥ 50,000/surface	
	Museum Cone 1F *total 2 surfaces	1 period (7 days)	¥ 40,000/surface	
	Keyakizaka Complex B2F-2F *total 15 surfaces	1 period (7 days)	¥ 40,000/surface	
NETWORK SIGNAGE	12-screen set broadcast	1 period (7 days)	¥ 400,000/week	* A separate material submission fee will be charged.

### Notes on video broadcasting

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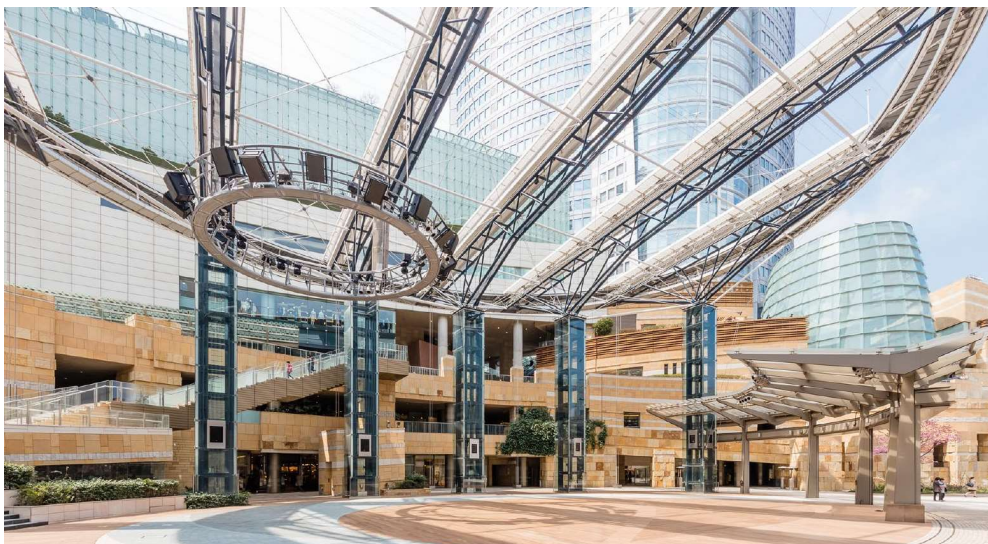
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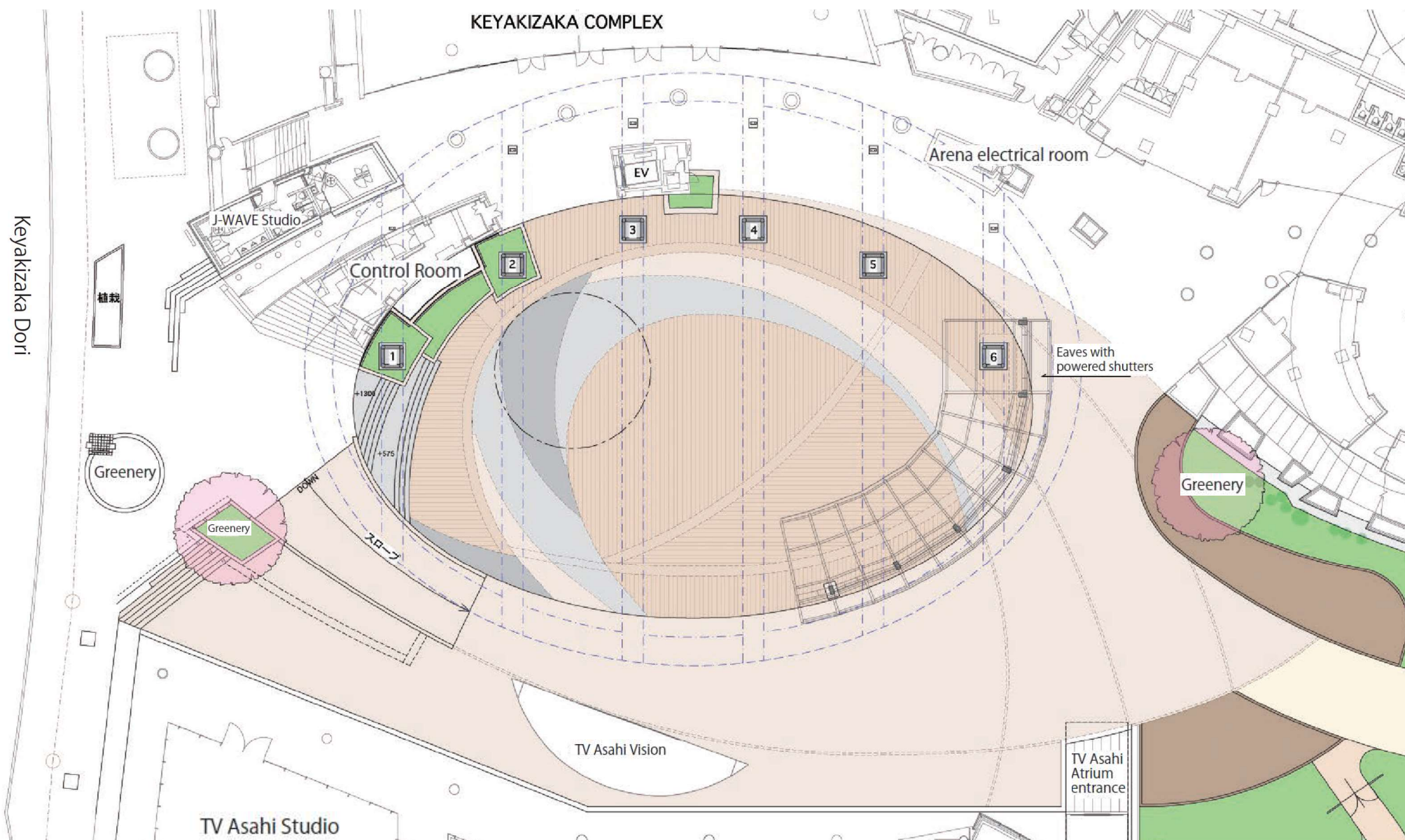


Situated in the heart of the complex, Roppongi Hills Arena is a multi-purpose entertainment space sheltered by a giant retractable roof. From live events, red-carpet events, food and drinks events, etc. to performances using the entire plaza, this space responds to the requirements of a variety of events with a versatile stage and an ambience that only an open-air venue can provide.

**ROPPONGI HILLS ARENA**


Name	ROPPONGI HILLS ARENA	
Location	Roppongi Hills HILLSIDE B2F Area	
Area	1,120㎡	
Capacity	Seating: approx. 500 people, Standing: approx. 1,000 people	
Size	Arena ellipse size: 48 m x 30 m	
Height	Roof (highest point): 28m, Circular stage ceiling: 12.10m, Eaves (tip): 7m	
Basic usage hours	9 : 00 ~ 21 : 00	
Equipment/Supplies		
	Perimeter Fence	H 1,900 × W 2,000mm
	Seats: 100 units	H 500 × D 500mm
	Garden set table: 10 unit	φ 750 × H 700mm (woodgrain-finish tops)
	Special garden set chair 40 units	H 600 × D 600mm













Item name	Model number	Quantity	Notes
<b>Venue equipment list</b>			
Outer fence			H1,900 × W2,000 (Gray) * An additional eight wall surfaces are available for use on slopes.
Visitor seating		100	W500 × D500

**Lighting equipment list**

Portable light	2kW × 12circuits	2	
control unit	3kW × 6circuits	1	
Par light 64 (1kW)		36	
Cutter spotlight	19°	6	
(Source Four 750W)	26°	2	
	36°	4	
Lower horizon light (LHQ-200W4 color)		5	
Crank-type high stand (H-1.48m-2.5m)		2	
Temporary power supply			
Single phase,	100/200V 300A	2	
three-wire	100/200V 225A	2	
3相3線	200V 150A	2	

**Sound equipment list**

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	Quantity	Notes
Standing monitor	UPA-1P	4	
speakers	QSC K10	8	
	QSC K SUB	2	
Floor monitor	UM-1P	4	
speakers	MW12	10	
Power amps	QSC PL380	6	
	PLD4.5	2	
CD	TASCAM SS-CDR250N	4	
wireless microphones	SHURE ULXD2/B58 Z16	4	Handheld
wireless microphones	SHURE ULXD1/Z16	4	Pin-type * Up to four frequency bands available for simultaneous use
Dynamic microphones	BETA57A	14	* In addition to the above, other equipment available.
	SM-57	5	
	SM-58S	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	

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



Space price	Period of Use	Fee (tax excluded)	Notes
Basic use charges	Weekdays	¥ 2,000,000/day	* Basic hours of use: 9:00 – 21:00
	Saturdays, Sundays, and Public Holidays	¥ 2,500,000/day	* Charges include basic lighting (full stage lighting) and a basic sound set (see appendix for details).Consumption tax will apply separately.
Charges for use on preparation and removal days	Weekdays	¥ 1,000,000/day	* The maximum hours for which the facility may be used are 7:00 am – 11:00 pm.
	Saturdays, Sundays, and Public Holidays	¥ 1,250,000/day	* Hours of use include time for preparations and cleaning up after the event.
Additional charges for use of the facility outside basic hours		¥ 300,000/hour	* 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
Optional charges (includes all setup, operation, and removal work)	Perimeter fence	¥ 250,000/set	*1 This figure represents estimated maximum speed.
	Colored cones	¥ 30,000/set	Effective speeds will be lower depending on the header data required for data transmission and other factors.
	Network facilities ( 100 Mbps fiber-optic cables*1)	¥ 25,000/day	
Other	Details	Fee (tax excluded)	Notes
Light equipment	Cost of lighting equipment and materials	¥ 300,000/set	
Airstream portable combined lighting/sound control booth		¥ 80,000/unit	
Sound equipment	Cost of sound equipment and materials	¥ 450,000/set	
Light & sound personnel expenses	Operator charges		
	Sound/lighting staff (Chief)	¥ 48,000/person/day	* ¥4,800 per hour after 9 hours
	Sound/lighting staff (Sub chief)	¥ 43,000/person/day	* ¥4,300 per hour after 9 hours
	Sound/lighting staff (Assistants)	¥ 36,000/person/day	* ¥3,600 per hour after 9 hours
Site supervision charges	Lighting supervision charges	¥ 50,000/day	
	Sound supervision charges	¥ 50,000/day	

\* Prices may fluctuate please consult with each individual vendor separately.

### 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)

### Cancellation 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 cancellation of the scheduled usage will be charged separately from the penalty.

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

\* 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 cancellation 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, you will be required to submit final construction drawings (floor plans, elevations), electrical drawings, etc., and complete notifications to 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.
- 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.
- You may be required to notify the health center indicated below when holding events involving food and drink.

Police	Azabu Police Station	03-3479-0110
Fire	Azabu Fire Station	03-3470-0119
Health Center	Minato Health Center, Minato Ward	03-3408-6146

### 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

### 1. 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.

### 2. 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.

### 3. 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.

### 4. 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.

### Other important considerations

1. Rights to use the venue may not be transferred or subleased.
2. The person responsible for the event must be permanently on site during the usage period.
3. Notices, flyers and other promotional materials may only be distributed at the designated locations. Such distribution requires prior approval from the facility supervisor.
4. Please refrain from smoking in places other than the designated smoking areas.
5. 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).
6. When setting up decorations or signs, please use an installation or construction able to withstand wind speeds of at least 34m/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.

7. To be considerate of neighbors, there are volume restrictions (maximum 80 dB at the venue).  
Please follow the instructions of our sound engineer, and as a general rule, sound is not allowed after 8 p.m.  
(However, this does not apply to certain days.)
8. The use of open flames as well as alcoholic products or solid fuels and other materials that may result in fire is prohibited.
9. 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.
10. 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.

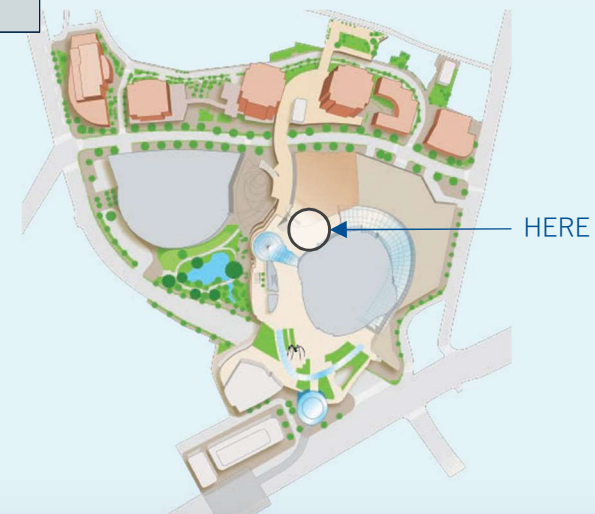
\*Please note that these regulations may change without notice.

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



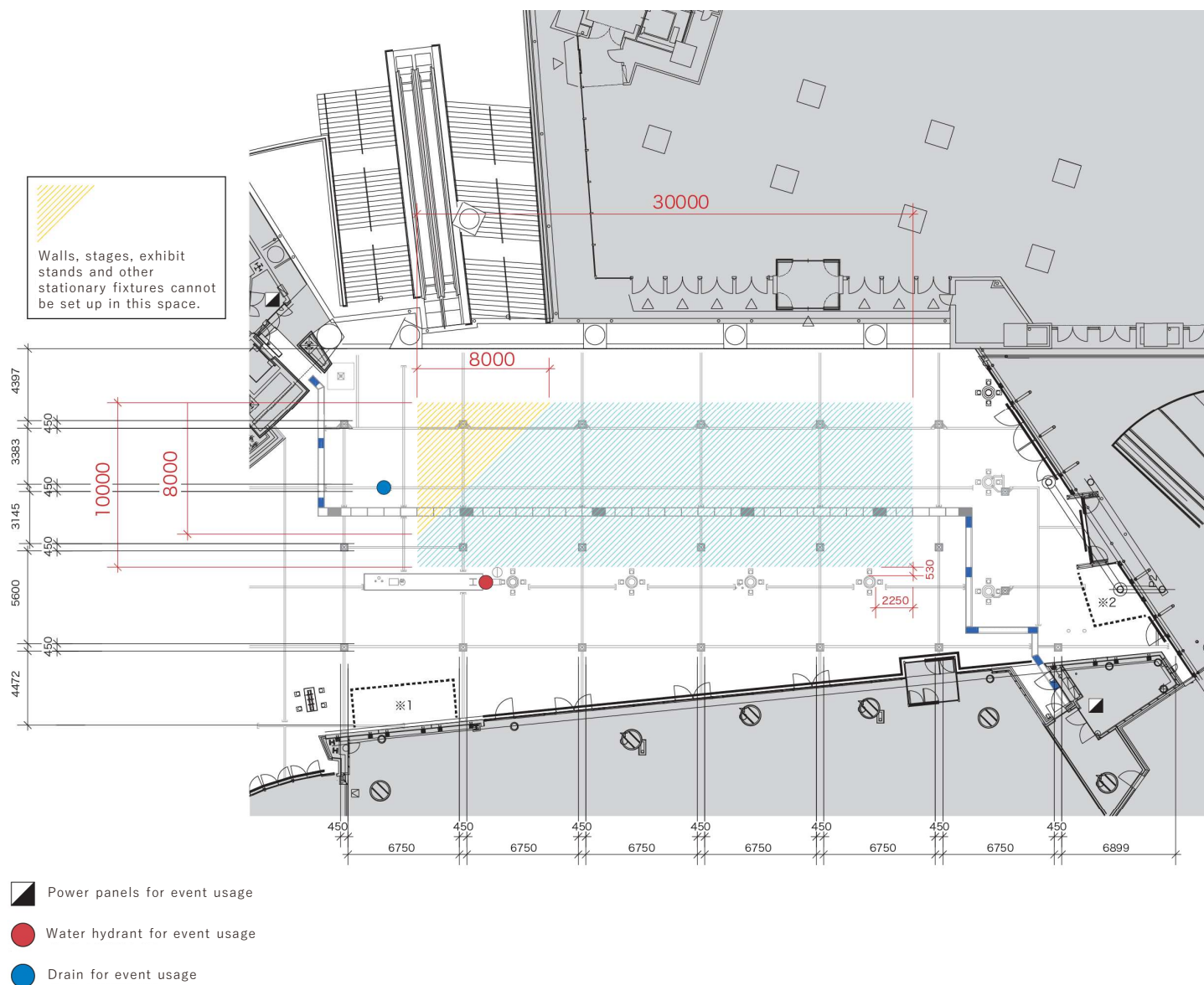
O-Yane Plaza is located at the nexus of Art Walk and West Walk, the major pedestrian arteries through Roppongi Hills, and offers an open space featuring a striking, clear glass roof.  
Serving as a kind of town square, O-Yane Plaza is a natural gathering place, and can be used for a diverse range of activities, from hands-on, participatory events to automobile displays.

O-yane Plaza



Name	O-yane Plaza
Size	Approx. 660㎡ ( Effective area for an event: approx. 270㎡ )
Ceiling height	7m~9m ( Eaves : 3.5m )
Load capacity	300kg/㎡
Adjacent shops	Robuchon, Estnation
Basic usage hours	8 : 00-23 : 00
Equipment/Supplies	
Power supply	100V 15A outlet, 14 circuits Power panels for event usage in two locations
Lighting	Lighting units : 10
Other	Ceiling I bolts : 54 locations Lighting and decorative baton, LAN, chairs, tables





## Special Notes

- \* 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.





▲Usage Example



▲Usage Example



▲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.



Type	Item	Quantity	Note
<b>Equipment</b>			
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 14.5W LED 5 lights
Other	1 Bolt	54 locations	for loading (1 location can bear 100kg)
	Lighting and decorative baton	—	Load: 30kg/m

Type	Item	Quantity	Note
<b>Fixtures</b>			
Venue	Round tables	30	
	Chairs	120	

Usage Rates	Period of Use	Fee (tax excluded)	Notes
Basic usage fee (8:00-23:00)	weekdays	¥ 800,000 / day	* All prices listed are exclusive of consumption tax. * Usage time includes preparation, clean-up, etc. * Hours of use shall be finalized upon application. * Please note that we will require the use of a designated partner company for setup, removal, cleaning, and security.
	Saturday/Sunday/Public Holiday	¥ 1,200,000 / day	
Nighttime unloading/preparation fee (23:00-8:00)	weekdays	25% of the basic fee	
	Saturday/Sunday/Public Holiday	for the initial day of the event.	
Nighttime loading/removal fee (23:00-6:00)		¥ 50,000 / hour	Note: Car lift operating hours = 23:00-5:00 All vehicles used in loading and unloading should exit from 66 Plaza no later than 5 a.m.
Overtime extension fee (23:00-8:00)		¥ 100,000 / hour	
Special usage fee (8:00-23:00)	weekdays	¥ 400,000 / day	
*All-day usage for preparation and removal	Saturday/Sunday/Public Holiday	¥ 600,000 / day	

\* Prices may fluctuate please consult with each individual vendor separately.



### Please note the following

- Please note that we will use our designated/recommended partner companies for the setup, removal, cleaning and security of the O-Yane Plaza.
- 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 the application form contains false information.
- 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	8:00~23:00
Nighttime unloading/preparation	23:00~8:00
Nighttime loading/removal	23:00~6:00
(*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 there is art work to be done in the venue, please confirm the final construction drawings (floor plan, elevation) and electrical drawings with the venue manager in advance.
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

## 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 Health Center, Minato Ward(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: 03-5909-8821).

## 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 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

Regarding the Press: It is prohibited to take photographs or shoot video without permission from Mori Building Co., Ltd. For photographs or interviews other than for recording purposes, please contact Mori Building Hills Public Relations/PR (03-6406-6350). If you wish to use photographs for other media, please consult with a sales representative in advance.

#### 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. Shinjuku Branch TEL 03-5909-8821

**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**

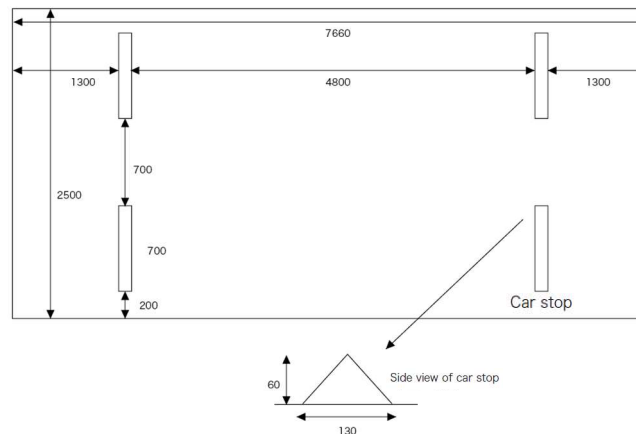
Vehicles traversing the wood deck when transiting 66 Plaza should provide protection for the decking section to ensure tire tracks are not left behind.

**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.







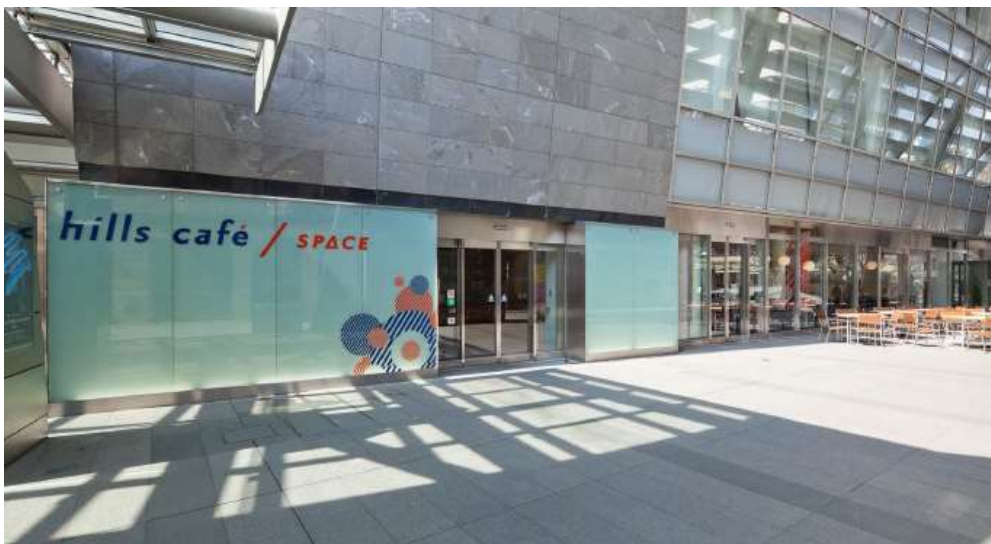
Hills Cafe/Space is conveniently located on Art Walk, a major route connecting the north and south sides of the development, and is a key location in Roppongi Hills where people are constantly coming and going.

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



Name	HILLS CAFÉ/SPACE	
Size	Total floor area of inside the shop: approx.290㎡ Effective area for an event: approx.220㎡	
Ceiling height	3.2m	
Reference capacity	Seating: maximum 155 people    Standing: approx. 200 people	
Load capacity	300kg/㎡	
Basic usage hours	8 : 00-23 : 00	
Specifications	Floors: Wood flooring, Walls: White paint, Ceiling: Wood-grain louvers, white paint	
Equipment/Supplies		
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 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	



Total floor area of inside the shop: Approx. 290 m<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)

- 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 130,000 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.

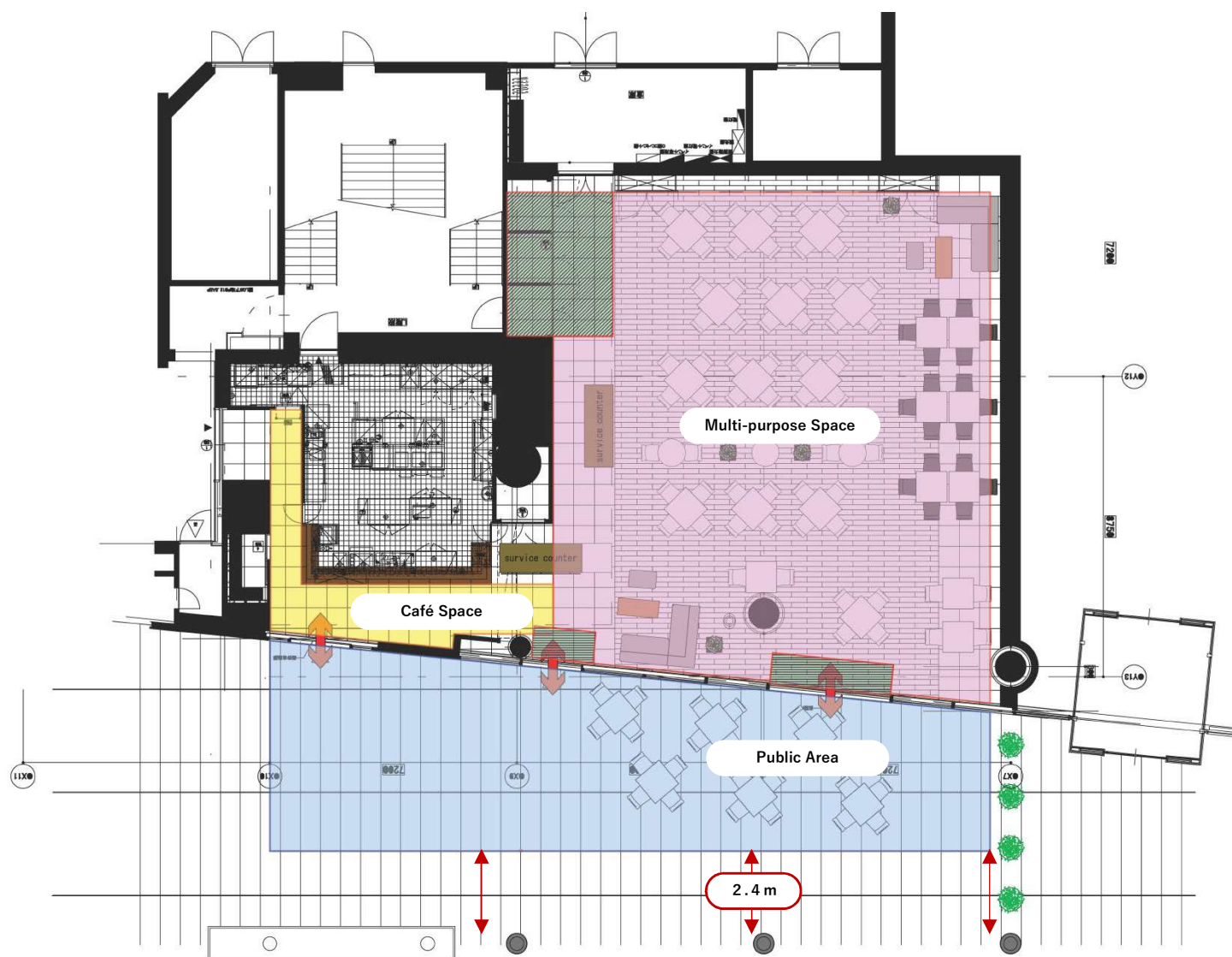
#### Space for lease



#### Public Area





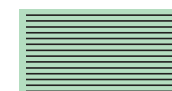


## Special Notes

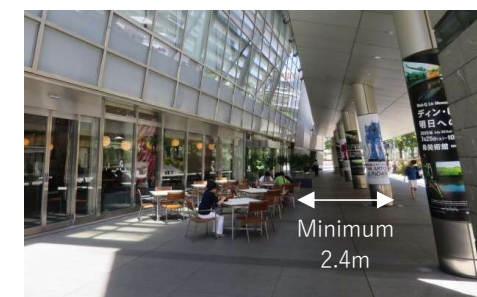
- Please note that in this area no walls, stages, or other displays are allowed as the staff use this area as an access route.



- 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.

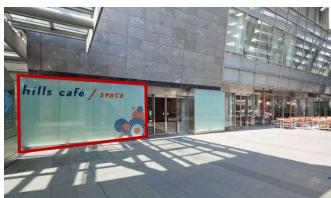




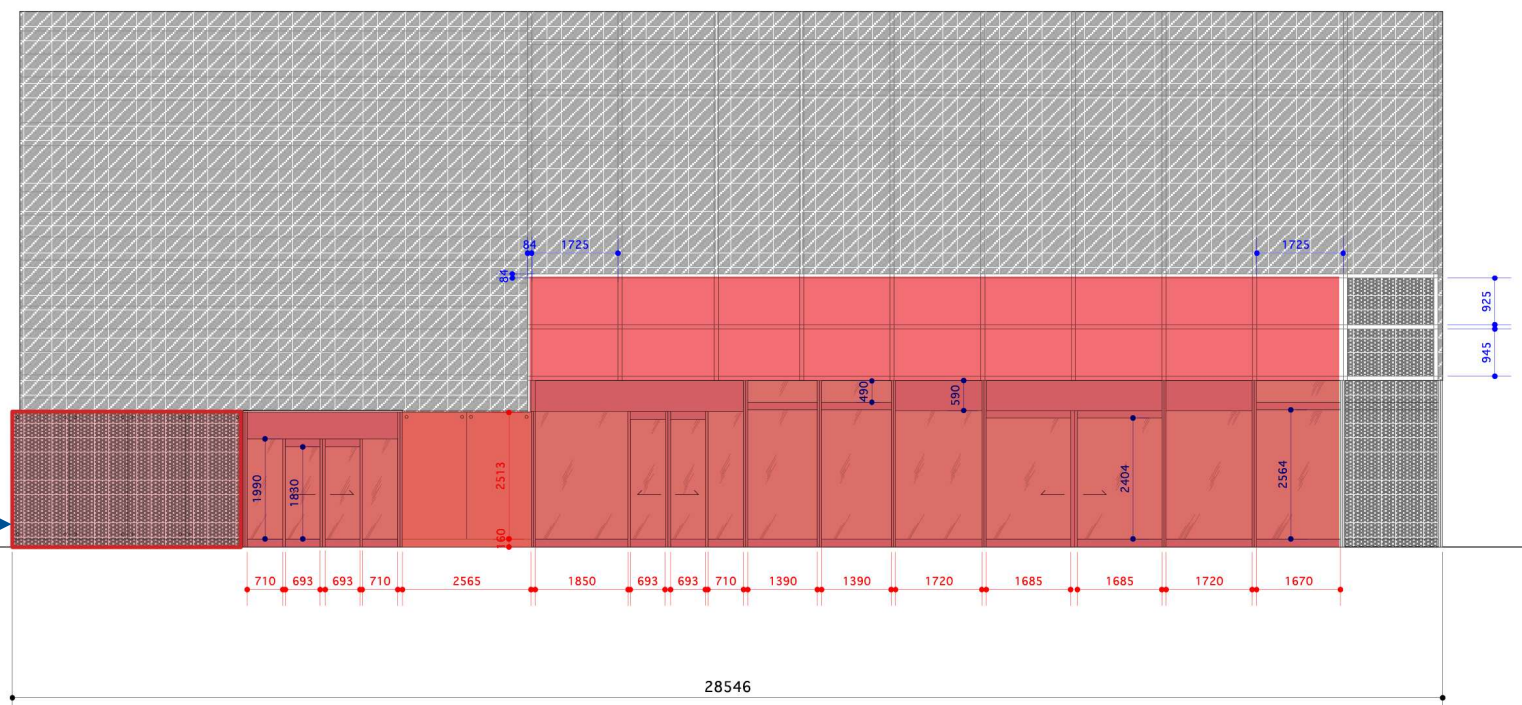
The café exterior may also be decorated when using the Hills Café/Space. Use of the exterior for displaying the café name and/or theme is welcome.

\*Assumes signage and decoration designed for café use.

\*Posting of pure ads, etc. may require applying for outdoor advertising.



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



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.

Usage Rates	Period of Use	Fee (tax excluded)	Notes
Basic usage fee (8:00-23:00)	weekdays	¥ 800,000 / day	* 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.
	Saturday/Sunday/Public Holiday	¥ 1,200,000 / day	
Nighttime unloading/preparation fee (23:00-8:00)	weekdays	25% of the basic fee for the initial day of the event.	* 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. * Car lift operating hours = 23:00-5:00 / See detailed rules for use
	Saturday/Sunday/Public Holiday		
Nighttime loading/removal fee (23:00-6:00)		¥ 50,000 / hour	
Overtime extension fee (23:00-8:00)		¥ 60,000 / hour	
Special usage fee (8:00-23:00)	weekdays	¥ 400,000 / day	* Full-day use for preparation and removal
Multi-purpose Space	Saturday/Sunday/Public Holiday	¥ 600,000 / day	

\* Prices may fluctuate please consult with each individual vendor separately.



**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 /item
Desserts	From ¥ 20,000 /item
Food	From ¥ 30,000 /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.

\*Prices may fluctuate please consult with each individual vendor separately.



Custom menu images



Party catering images

Type	Item	Quantity	Note
<b>Lighting equipment list : General Lightning</b>			
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	54	Left 27 • Right 27
	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	12	
	Customer traffic area	10	
	Down light above the counter	6	
	Pendant light above the counter	4	
	Down light in the kitchen	15	
		Total 47	
<b>Lighting equipment list : Power supply for events</b>			
	Main capacity	30 k VA	AC 1ϕ 3W200/100V 50Hz
	Master breaker	200A	BBW3200Z(with leakage alarm)
	Load circuit (C type • 30 A)	12 circuit	
	Sending wiring to the ceiling of the venue	21 lines	(C type • 30 A) / In the event board
	Sending wiring to the floor of the venue	4 lines	(C type • 30 A) / Replace with a load circuit to use
	Branch breaker (for adding temporary distribution board)	150A	BBW31501
* Connect after master breaker			
<b>Sound equipment list : Sound equipment</b>			
Mixing desk	YAMAHA MG16 X U	1	Mono 8ch, stereo 4 system
Ceiling speaker	TANNOY I5AW	12	Event area
	BOSE FS16W	4	Kitchen area

\* 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.



Type	Item	Quantity	Note
<b>Sound equipment list :</b> Sound equipment			
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
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	
<b>Visual equipment list :</b> Visual equipment			
Projector	Panasonic PT-RZ970JB	1	Resolution:1920×1200・9,400lm
Multi-switch	IDK MSD-6203	1	
DVD player	Panasonic DMR-BRW550	1	
<b>Other venue facilities</b>			
Hanging pole rack	φ 50mm・Fixed type・1.2 m pitch	10	Load bearing capacity at any one point : 30kg Total load capacity 200kg (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/B S/C S)
	Power supply	2	20A (parallel)
Network	B FLETS Hikari	100Mbps	Common use of underfloor wired / wireless

\* 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.

Type	Location	Item	Quantity	Note
<b>Fixtures list</b>				
Table	Low table	White top board(outer edge • grain wood)	30	W900 × D900 × H720
	(Shared use for terrace seat)	Top board • Melamine dressing board (sheet pasting possible) Legs: Silver		*10 Tables are stored as spares in warehouse
	Low table		2	W1,200 × D500 × H370
	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
Service counter	Integrated type	Built-in storage shelf separated type	1	W1,800 × D700 × H1,000
	Segmented type	Separable into three divisions	1	W1,800 × D700 × H1,000
Temporary stage	Interior Stage	Assembly and connection type	12	W1,000 × D1,000 × H430
		Step	1	

\* 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.

### Hours of Use

Basic usage hours	8:00~23:00
Nighttime unloading/preparation	23:00~8:00
Nighttime loading/removal time	23:00~6:00
Extended off-hour use	Extended use is possible by the hour. Please refer to the venue usage fee table for details.
Overtime extension	Due to the need for setup and preparation, it is possible to set a separate fee for the preparation day. Please refer to the venue usage fee.

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

\* For usage fees, please check the venue usage fee table.

### 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 there is art work to be done in the venue, please confirm the final construction drawings (floor plan, elevation) and electrical drawings with the venue manager in advance.
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

### 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.

- If false information is entered in the application for use of the venue.
- If using the facilities proves difficult due to a disaster or other instance of force majeure.
- When a condition corresponding to any of the restrictions listed in the aforementioned Usage Restrictions is true.
- When work or an event is conducted at a location unapproved for use.
- When the user has failed to comply with the venue's Usage Restrictions.
- 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	03-3470-0119
Health Center	Minato Health Center,	03-5114-3009
	Minato Ward(Environmental Health Division)	

### 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: 03-5909-8821).

### 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

- 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 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.).
- Please ensure any decorative items remain at least 450mm from the ceiling.
- Secure passage width of at least 2.5m in the space, and make sure that, passage is accessible to at least two emergency exits.
- Ensure displays and decorations do not interfere with sprinkler heads, 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.

## 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 (to be received by 18:00 on the 3rd business day prior to the event).
- Please apply in advance for use of the car elevator. 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 Management Center  
tel : 03-6406-6688

## Running your Event

### 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

Regarding the Press: It is prohibited to take photographs or shoot video without permission from Mori Building Co., Ltd. For photographs or interviews other than for recording purposes, please contact Mori Building Hills Public Relations/PR (03-6406-6350). If you wish to use photographs for other media, please consult with a sales representative in advance.

### 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.

## 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 (Shinjuku office, tel. 03-5909-8821), 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.

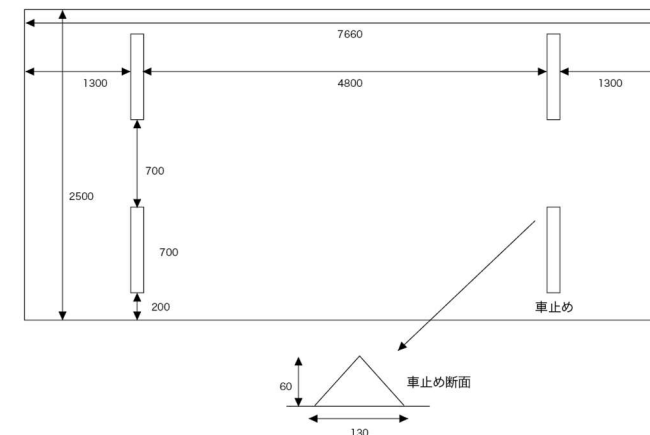
### 7. Wood deck protection

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.

