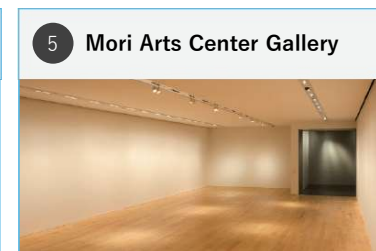
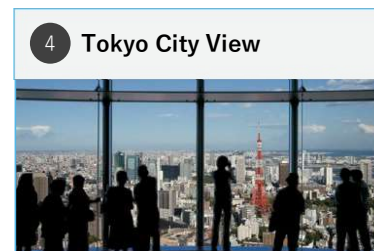
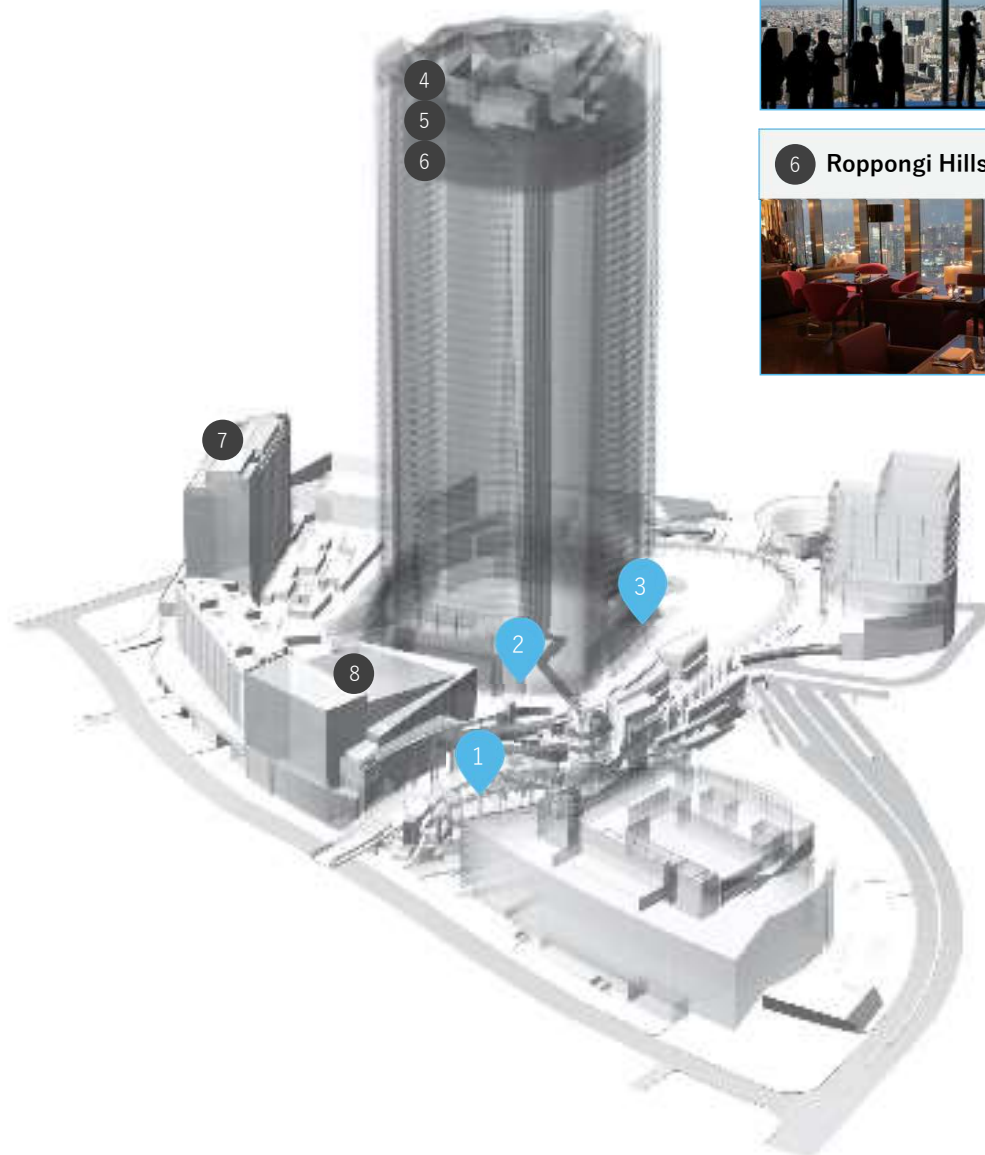
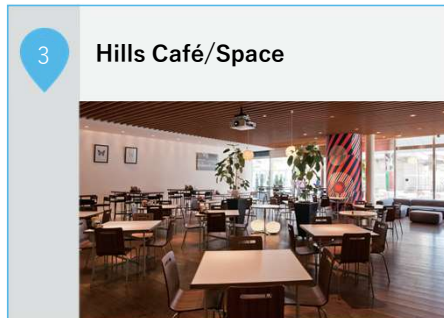
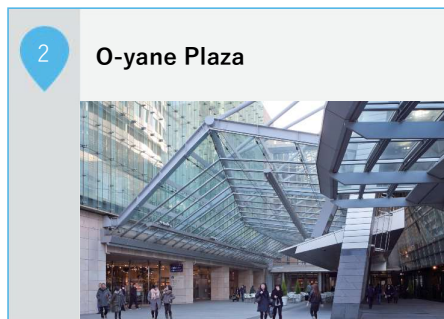
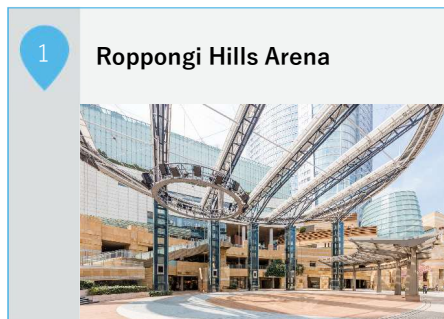




HILLS MEDIA&SPACE

Roppongi Hills Arena Guide

ROPPONGI HILLS SPACE – MAP



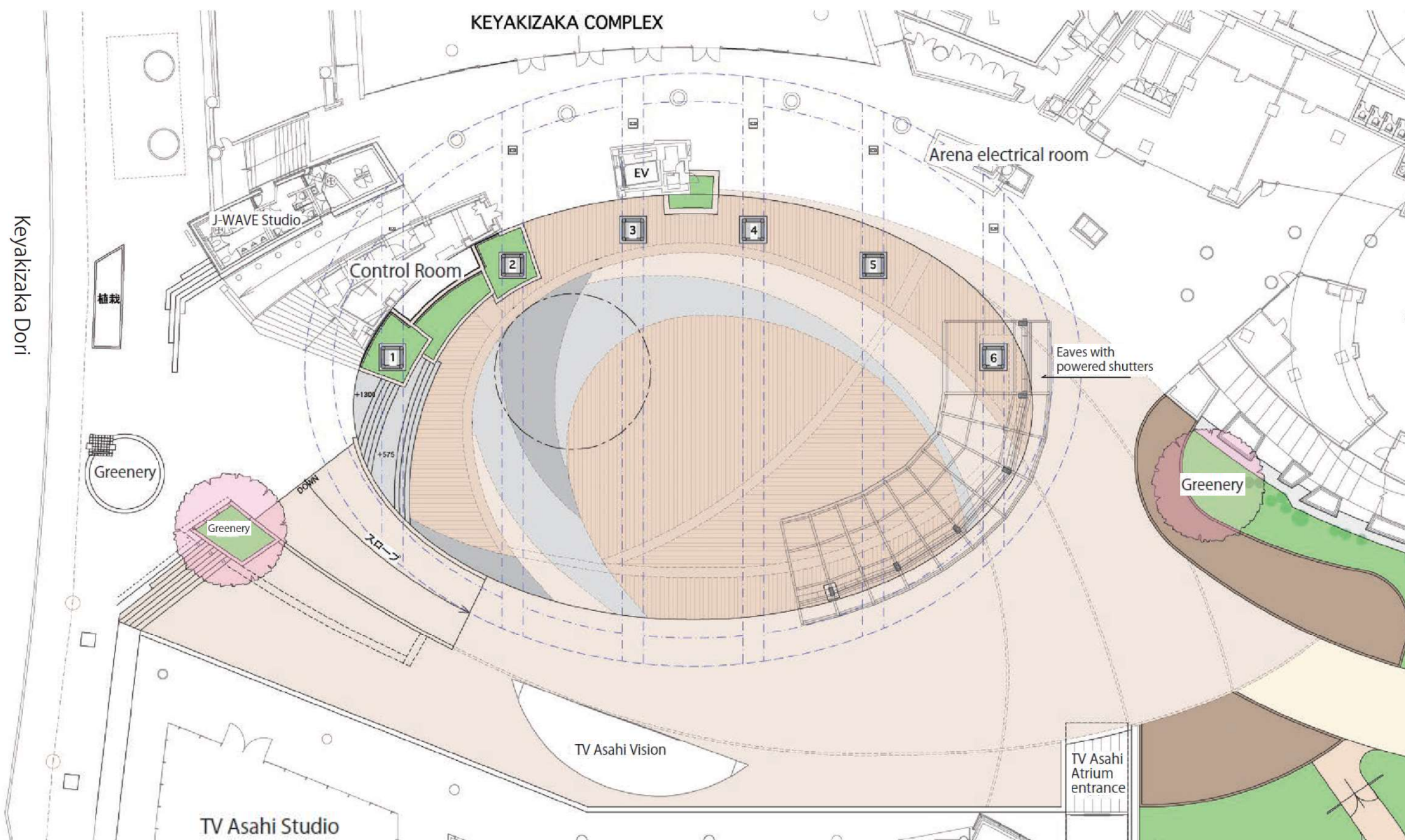


Situated in the heart of the complex, Roppongi Hills Arena is a multi-purpose entertainment space sheltered by a giant retractable roof. From live events, red-carpet events, food and drinks events, etc. to performances using the entire plaza, this space responds to the requirements of a variety of events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

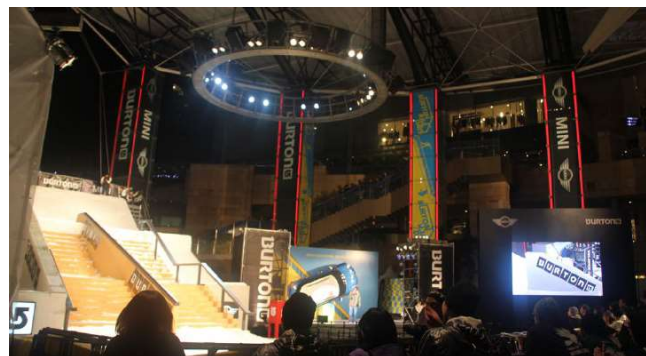
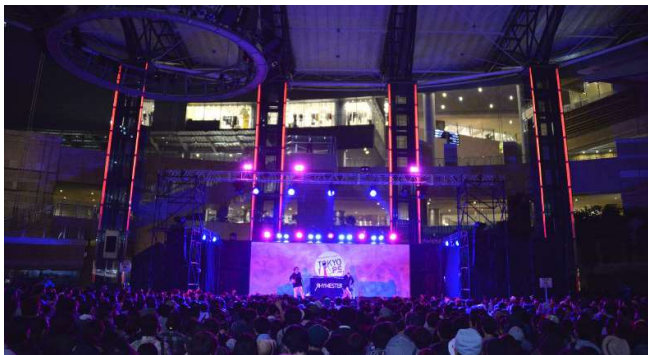
ROPPONGI HILLS ARENA



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
Venue equipment list			
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
Free equipment		
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. Effective speeds will be lower depending on the header data required for data transmission and other factors.
	Colored cones	¥ 30,000/set	
	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

1. 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.
2. 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.
3. 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

1. 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.
2. 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.)
3. 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

1. 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.
2. 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

1. 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.
2. 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

1. 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.
2. 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.
3. 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 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.

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.

