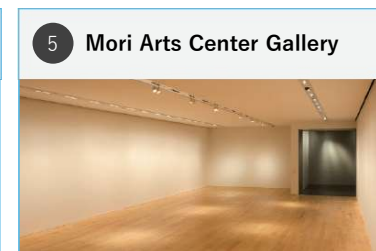
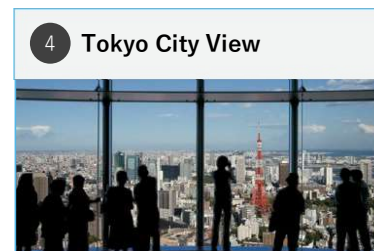
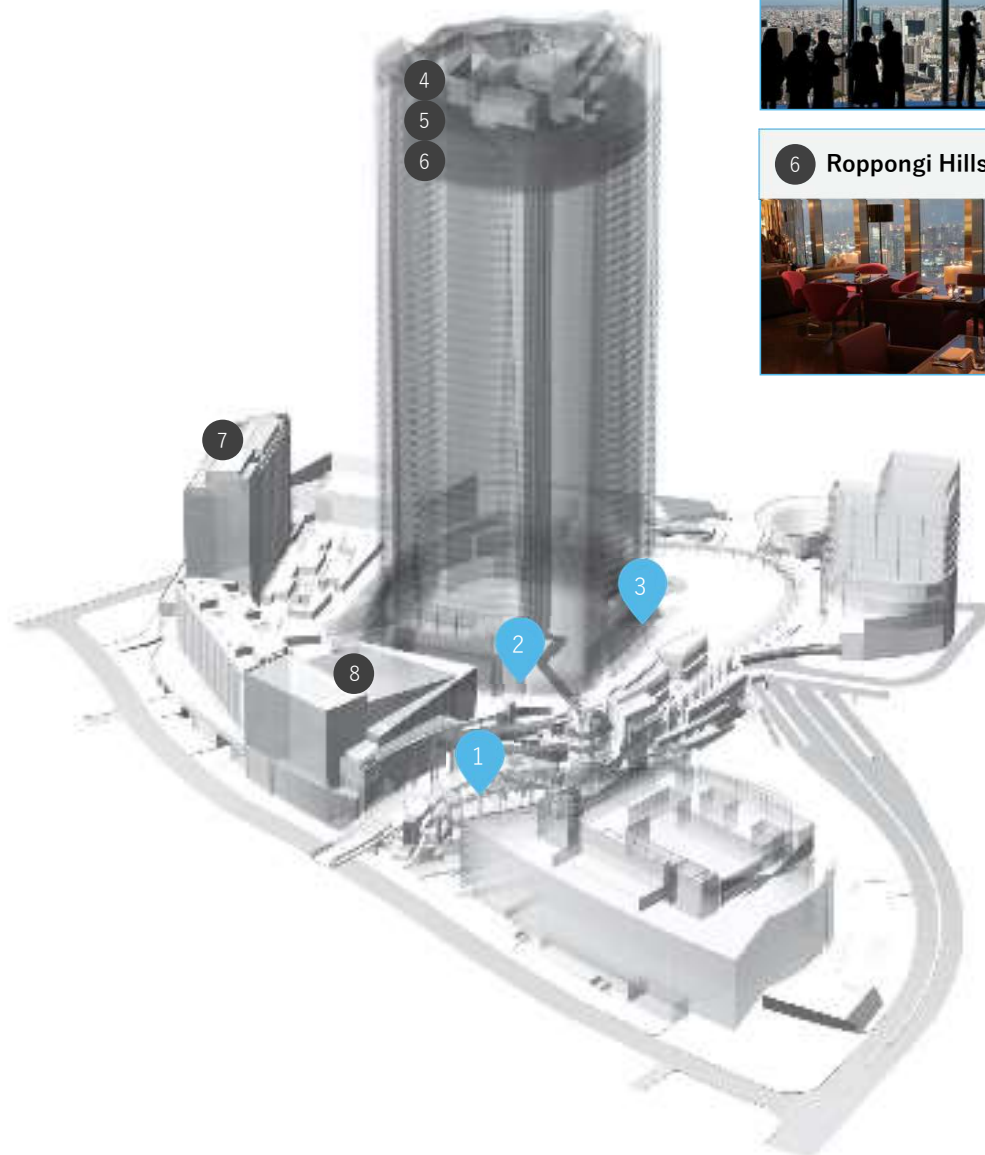
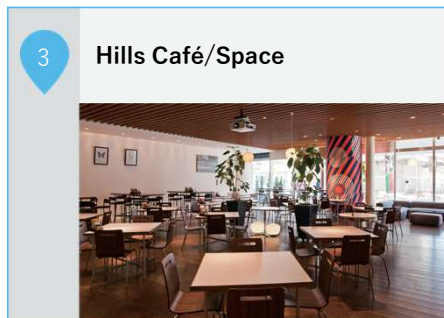
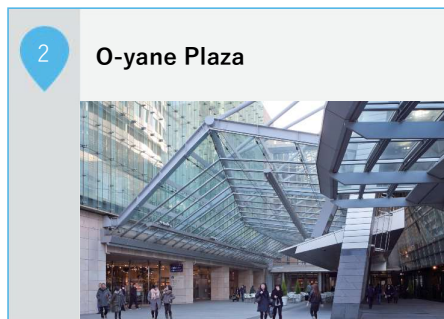
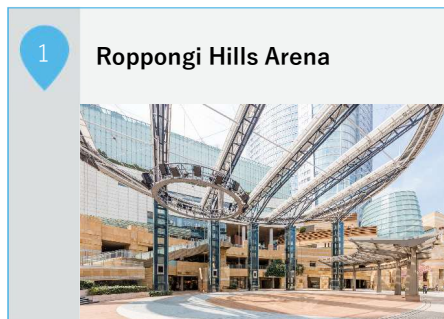




## HILLS MEDIA&SPACE

Roppongi Hills O-YANE PLAZA Guide

## ROPPONGI HILLS SPACE – MAP

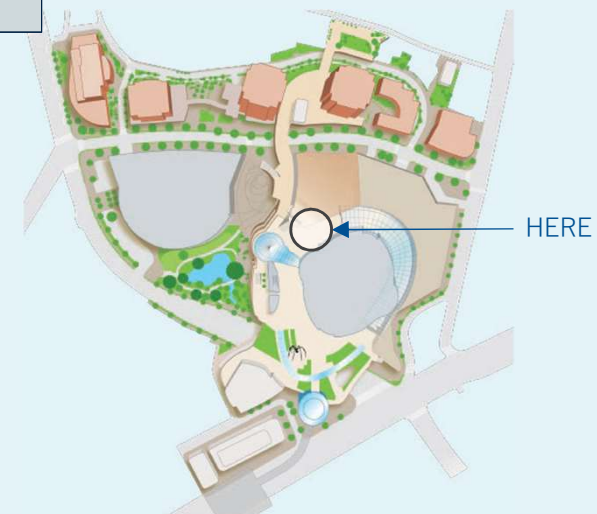


Located at the nexus of Roppongi Hills' major pedestrian arteries.  
A striking space, partially open-air and partially covered by a glass roof.



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.

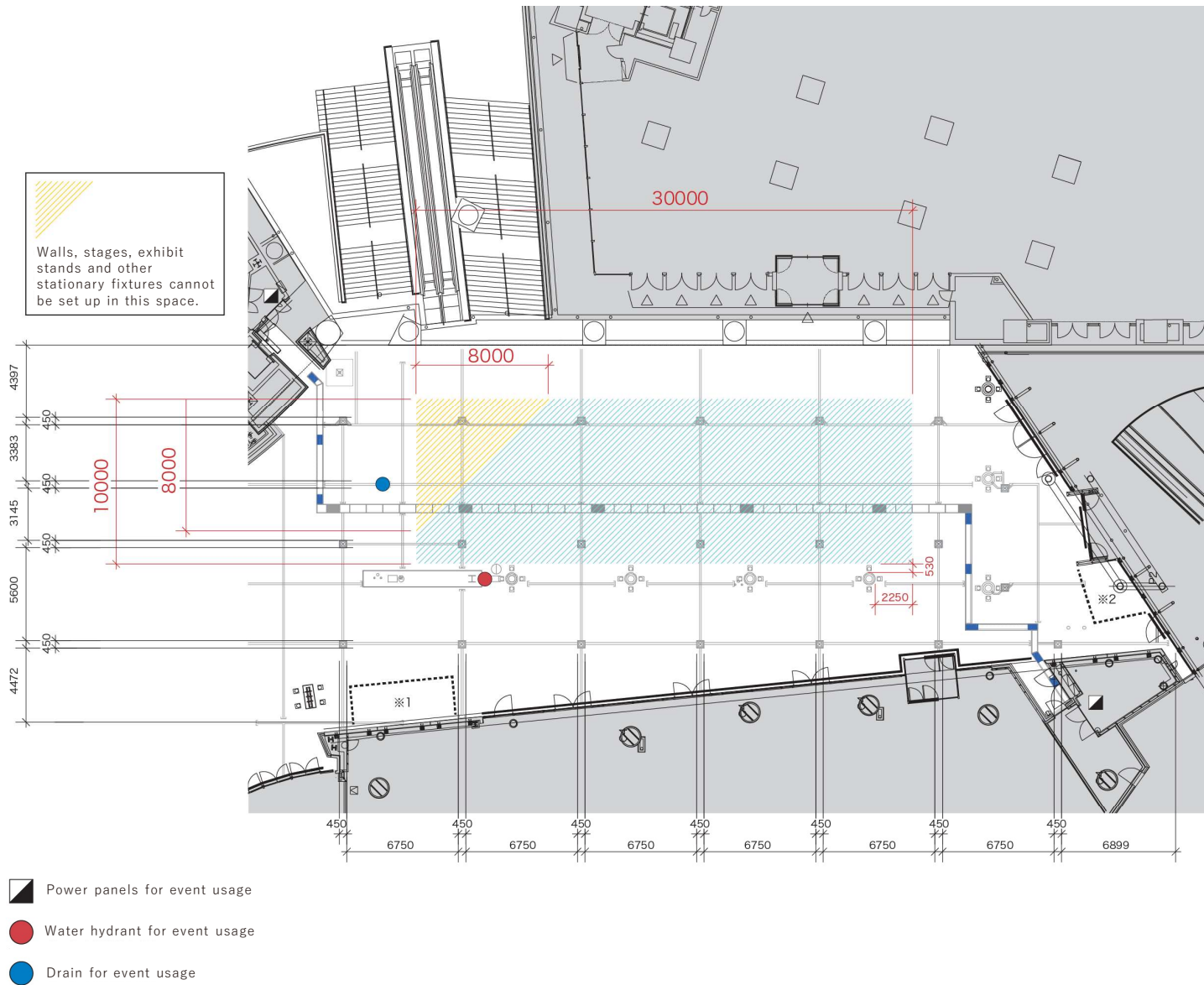
O-yane Plaza



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

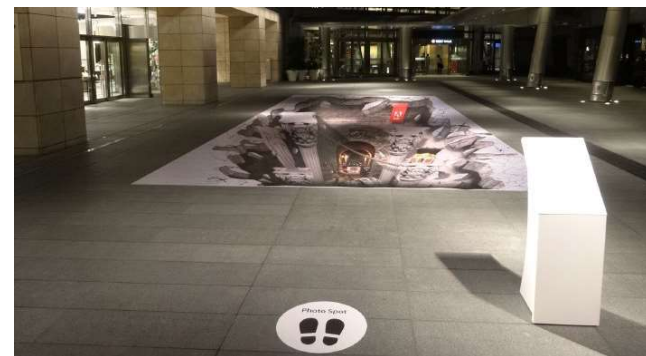


▲Usage Example



▲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) *All-day usage for preparation and removal	weekdays	¥ 400,000 / day	
	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 use involves any construction within the venue, please confirm details in advance with the Mori Building staff in charge, including blueprints, preparatory drawings, electrical schematics and so on.
3. Depending on the nature of the event, management reserves the right to refuse use of the facilities, so work closely with the Mori Building staff in charge regarding preliminary meetings and site inspections.
4. Special security, cleaning and other requirements may be the responsibility of the user; please meet with the Mori Building staff in charge to discuss these in advance.

## Cancellations

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

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

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

### Work Notices and Loading/Unloading Procedures

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

### Loading and Unloading via the Distribution Center

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

### Operations

#### 1. Operating Manual

Please meet with the venue manager from the planning stage, in accordance with the operating manual that has been prepared. We may request revisions to your operating plan at that time. Your cooperation is appreciated.

#### 2. Event Staff

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

#### 3. Press activities

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.

