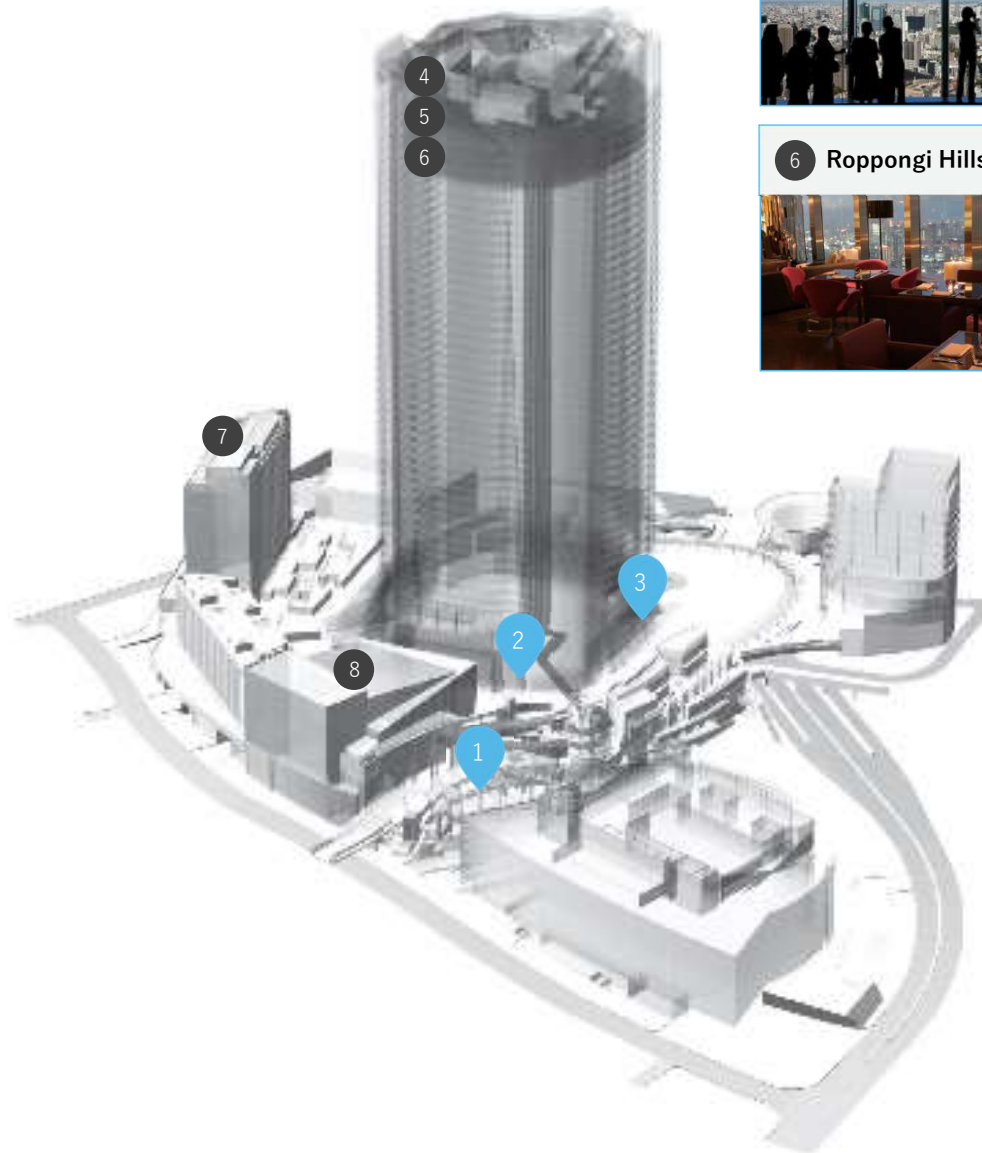
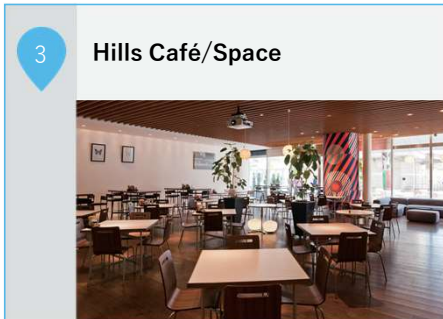
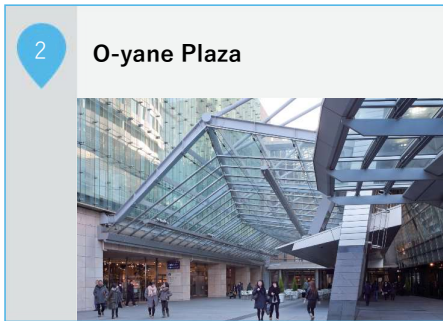
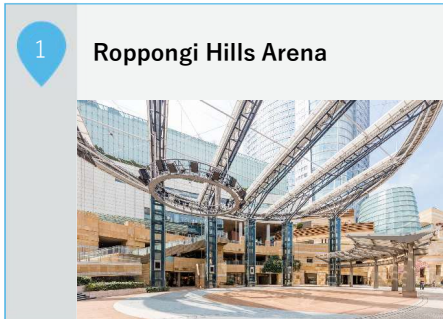




HILLS MEDIA & SPACE

Roppongi Hills Hills Cafe/Space Guide

ROPPONGI HILLS SPACE – MAP





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 290m², 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.

| | | |
|--------------------|--|--|
| Name | HILLS CAFÉ/SPACE | |
| Size | Total floor area of inside the shop: approx.290m ² Effective area for an event: approx.220m ² | |
| Ceiling height | 3.2m | |
| Reference capacity | Seating: maximum 155 people Standing: approx. 200 people | |
| Load capacity | 300kg/m ² | |
| 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 m²

Effective area for an event: Approx. 220m²

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

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

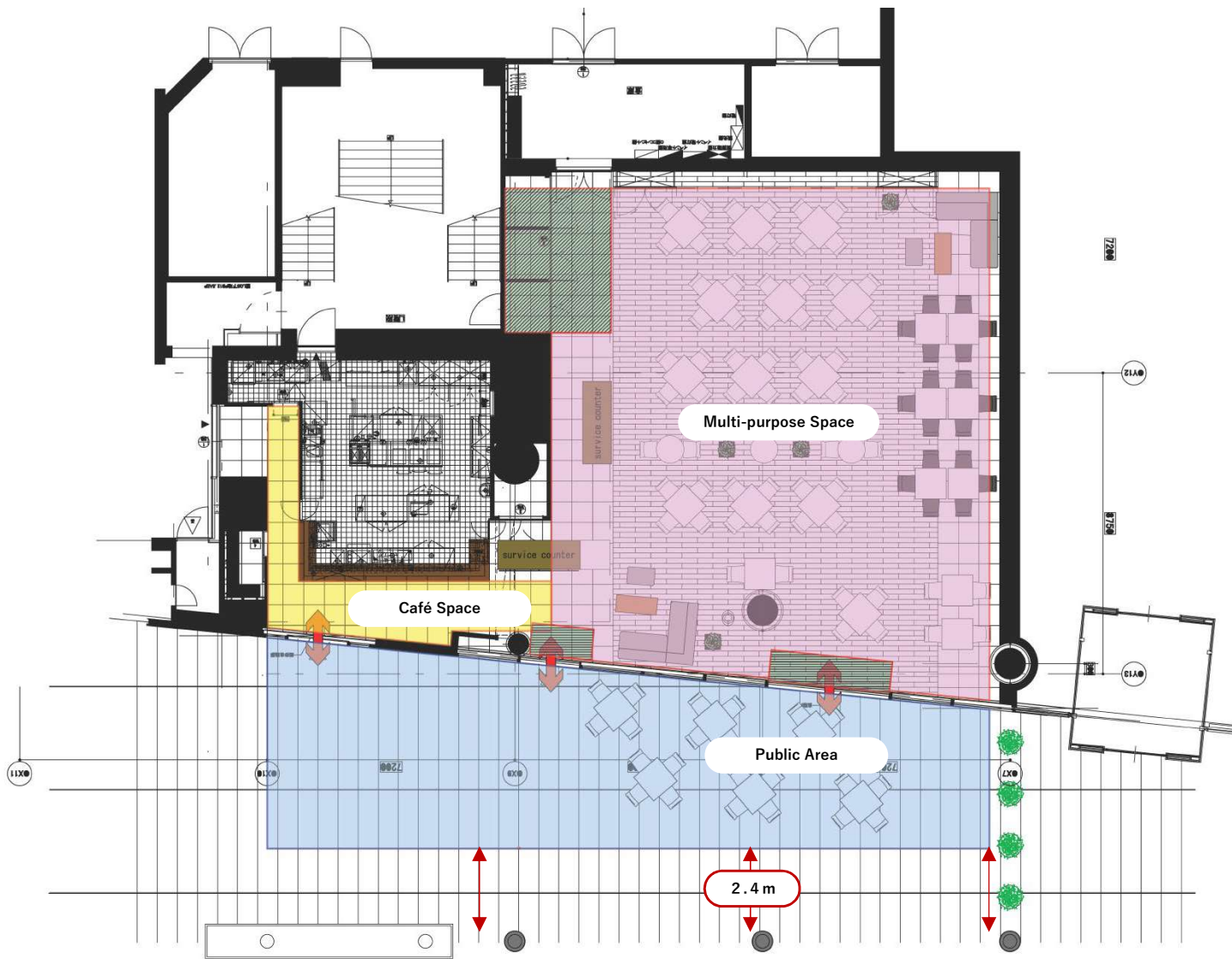
- Direct access to Roppongi Station on the Hibiya Line.
- An ideal location on one of the main arteries through Roppongi Hills, which attracts 100,000 visitors on weekdays and 130,000 on weekends and holidays.
- A multi-purpose space area of 220m². Maximum seating capacity of 155, or up to 200 standing.
- 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

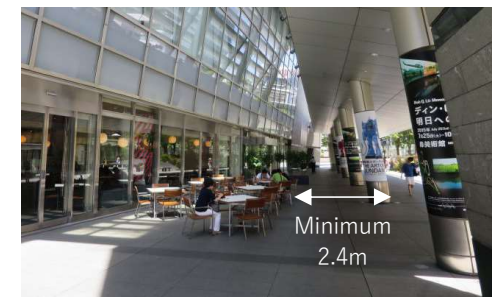
- Please note that in this area no walls, stages, or other displays are allowed as the staff use this area as an access route.



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



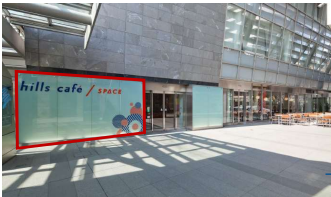
- Condition for use of public area
 - Secure sufficient walkway space for pedestrians
 - Adjustment required for the content of event including installed objects.



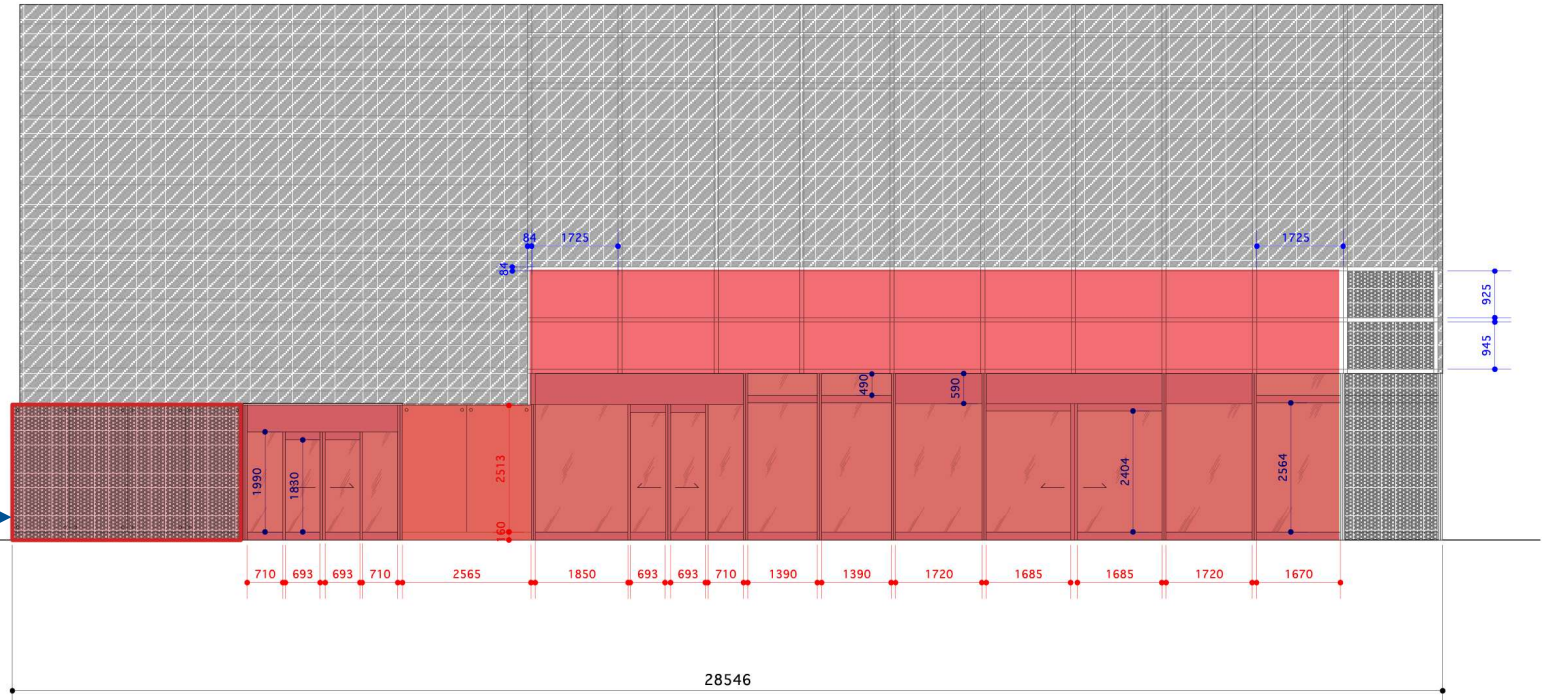
The café exterior may also be decorated when using the Hills Café/Space. Use of the exterior for displaying the café name and/or theme is welcome.

*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 | <ul style="list-style-type: none"> * 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. | <ul style="list-style-type: none"> * 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) Multi-purpose Space | weekdays | ¥ 400,000/day | * Full-day use for preparation and removal |
| | 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 |
|--|--|------------|--|
| Lighting equipment list : General Lightning | | | |
| Event area | Left and right white ceiling down light | 25 | Left 12 • Right 13 |
| | Front ceiling down light | 9 | |
| | Left and right upper wall down light | 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 | |
| Lighting equipment list : Power supply for events | | | |
| | Main capacity | 30 k VA | AC 1 φ 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 | | |
| Sound equipment list : Sound equipment | | | |
| 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 |
|---|-------------------------------|----------|--|
| Sound equipment list : 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 | |
| Visual equipment list : Visual equipment | | | |
| Projector | Panasonic PT-RZ970JB | 1 | Resolution:1920×1200・9,400lm |
| Multi-switch | IDK MSD-6203 | 1 | |
| DVD player | Panasonic DMR-BRW550 | 1 | |
| Other venue facilities | | | |
| 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 |
|----------------------|---|--|----------|--|
| Fixtures list | | | | |
| Table | Low table (Shared use for terrace seat) | White top board(outer edge • grain wood) | 30 | W900 × D 900 × H 720 |
| | | Top board • Melamine dressing board (sheet pasting possible) Legs: Silver | | *10 Tables are stored as spares in warehouse |
| | Low table | | 2 | W1,200 × D 500 × H 370 |
| | High table | Wood grain Sheet pasting possible Legs: Black | 12 | W900 × D 900 × H 1,000 * 2 Tables are stored as spares in the warehouse |
| Chair | Indoor use | No armrests | 60 | W460 × D 510 × H 810 SH420 |
| | Outdoor use | With armrests | 40 | W530 × D 510 × H 810 SH390 |
| | High chair | | 30 | W400 × D 460 × H 900 SH700 |
| | Kids' chair | | 4 | W455 × D 550 × H 790 SH425~570 |
| Service counter | Integrated type | Built-in storage shelf separated type | 1 | W1,800 × D 700 × H 1,000 |
| | Segmented type | Separable into three divisions | 1 | W1,800 × D 700 × H 1,000 |
| Temporary stage | Interior Stage | Assembly and connection type | 12 | W1,000 × D 1,000 × H 430 |
| | | 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 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.

- 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, 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 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 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.).
- 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.

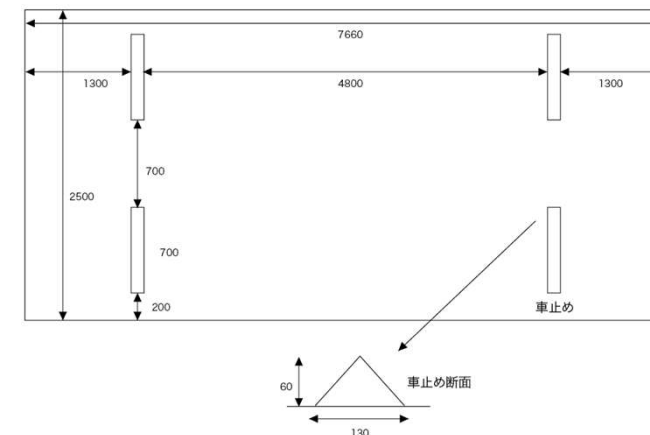
7. Wood deck protection

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.

moriongi hills