

ARK HILLS

ARK Hills

Introduction to Mori Building Facilities for Events and Advertising

ARK Hills

ARK Hills, marking its 30th anniversary in 2016, was Japan's first large-scale private redevelopment project incorporating office and residential functions with a host of other facilities including a hotel and a concert hall. Coming to fruition after 17 years of labor, this became the forerunner of all subsequent Hills projects, which are based on the principles of bringing work and living spaces into close proximity, fostering the coexistence of the city and nature, and promoting the arts. With Suntory Hall, one of Japan's leading concert halls, office towers and residences, along with a colorful range of commercial facilities and the bustling ARK Karajan Place at its center, ARK Hills continues to be a center of cultural expression.



ARK Hills South Tower



ARK HILLS CAFE



ARK Hills Gallery



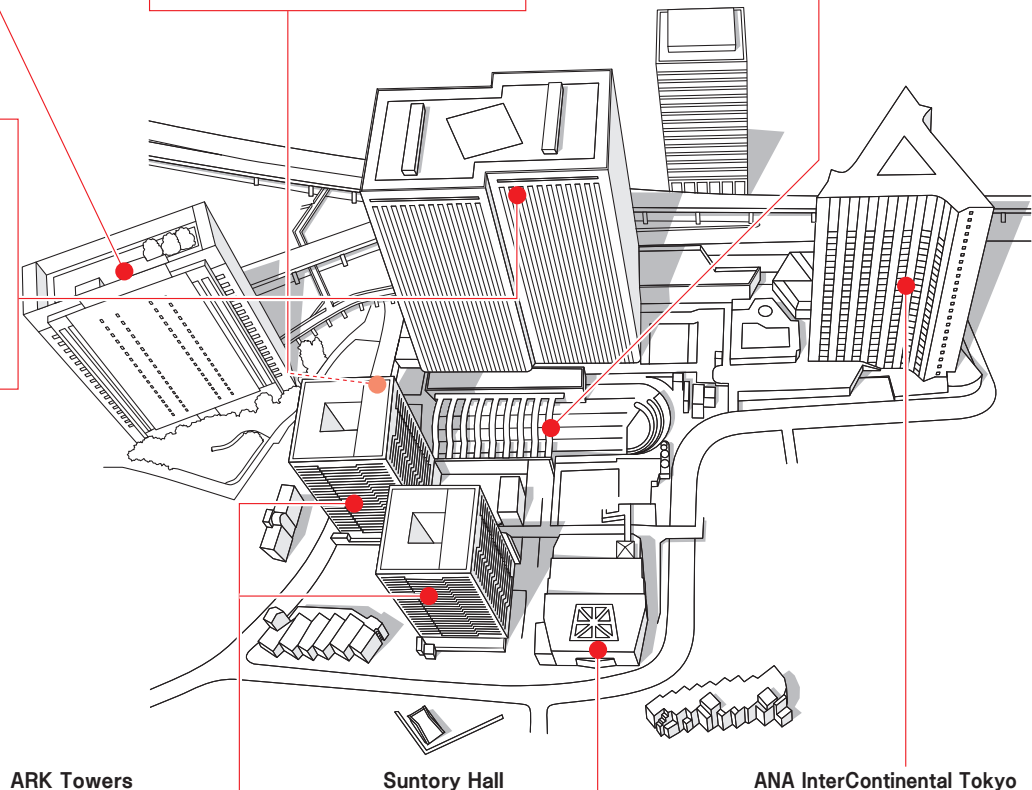
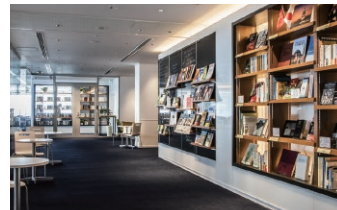
ARK Karajan Place



ARK HILLS CLUB



ARK Hills Library



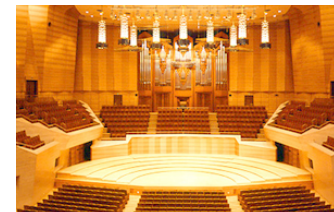
ARK Garden



ARK Towers



Suntory Hall



ANA InterContinental Tokyo



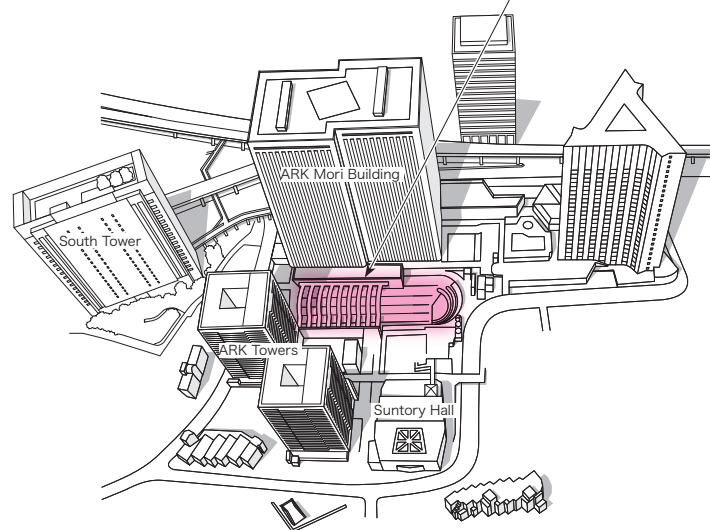
ARK Karajan Place

Located at the center of ARK Hills, the starting point for all of Mori Building's urban redevelopment efforts, ARK Karajan Place is the venue for a year-round seasonal offering of a variety of lively events. The expansive space encompasses 950m², and features a retractable roof. Filled with a sense of openness, ARK Karajan Place can be used year-round regardless of the weather, and is ideal for media presentations, promotional events, music performances and automobile displays, and can also be used in conjunction with the adjacent ARK Hills Gallery.



The space was named ARK Karajan Place by the Herbert von Karajan Foundation in 1998, the 90th anniversary of the birth of this world-renowned conductor, who was also involved in the design of Suntory Hall. Only three plazas around the world hold the honor of carrying Karajan's name—the Vienna State Opera House, the Great Festival Hall in Salzburg, and here at ARK Hills.

ARK Karajan Place

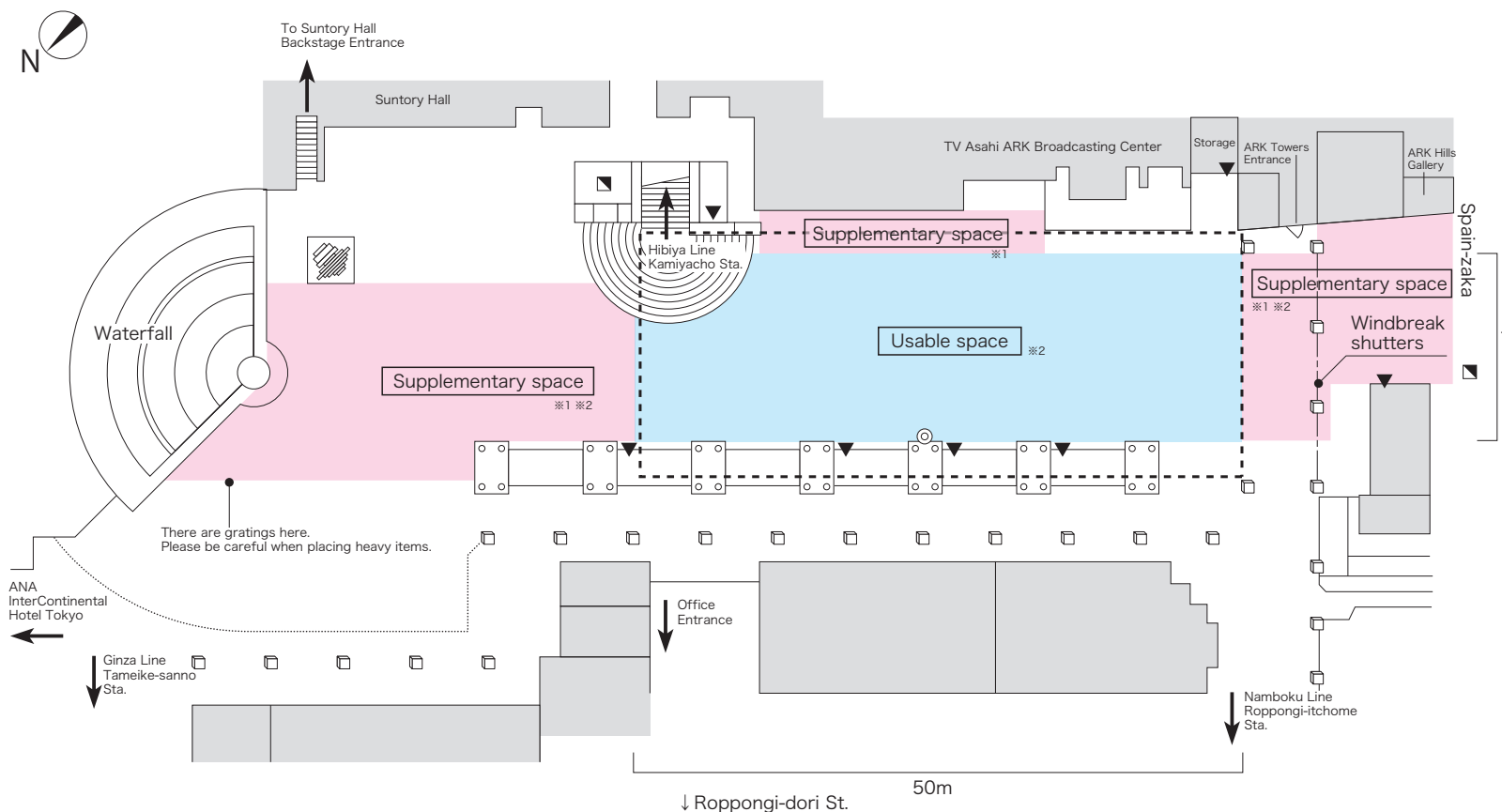




*Pictures shown were taken during events held in the past. Details for future events are to be decided at the time of the event.



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▼ Power ■ Power Panel ⊙ Plumbing Facility

⋯ Retractable Roof Area

*1 Can be discussed depending on event

*2 A 5m wide access aisle must be provided to allow emergency vehicles to pass.

Inquiries:

Sales Planning Group, Town Management Department

TEL : 03-6406-6666

Area •Facilities

Size: 750m² (width 15m x depth 50m)

*Blue area

Ceiling height: 12m~13m

Hours of Usage: 9:00~22:00

*This includes all set-up and dismantling of displays.

Special hours of usage:

7:00~9:00 / 22:00~23:00

*If your work needs to be done after the "Hours of Usage" noted above, only light-duty work that does not generate noise is allowed.

Equipment:

Flooring material

Exposed aggregate finish(60cm² tiles)

Retractable Roof: Automatically extends in rainy weather (but will be forcibly retracted during high winds)

Separate power panel for events (Single phase 200V/100V-100KVA, three-phase 200V-100KVA)

Three restrooms (Restrooms in ARK Mori Building are not available when ARK Hills is closed.)

Plumbing facilities available

Special Instructions

- Note that vehicle access and noise (including set-up and removal work and the event itself) are restricted during certain hours. Refer to the Rules of Use, pages 014 for details.
- Consult ARK Hills separately regarding events requiring the use of a PA system, music events and other activities that generate noise.
- Because this is a public space, your ARK Hills representative will discuss your event with you, and may request changes in your plans depending on the nature of the event.
- Adjustments may be required to prevent competition with ARK Hills shops and other facilities..
- Please be sure that any fixtures and signage installed are able to withstand wind speeds of 25m or higher.

Hills Marche

Every Saturday, ARK Karajan Place is host to the Hills Marche, a market designed around the concept of bringing producers and craftspeople and visitors together in an international atmosphere. In addition to offering seasonal produce direct from the field, items for sale include cut flowers and potted plants, jams and other processed goods, as well as wine, handcrafted goods, and other fine products, and Hills Marche is much loved by local residents.



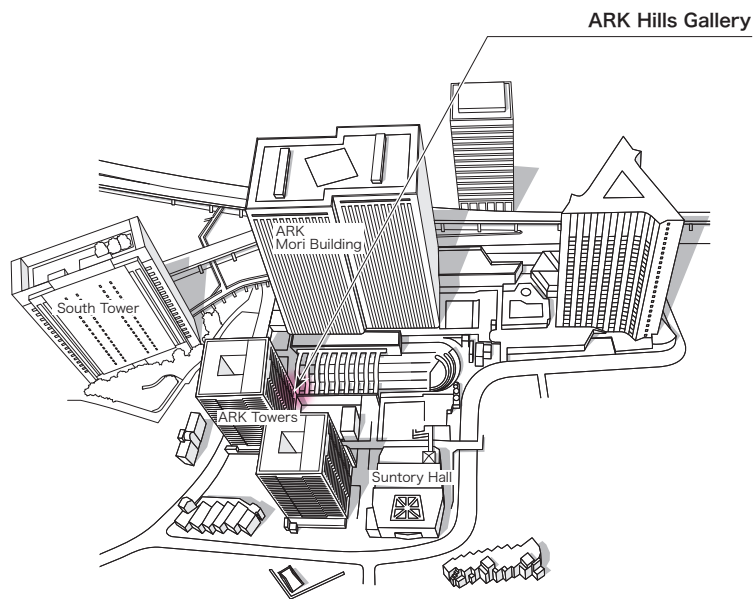
*Please contact sales staff regarding how to participate.

ARK Hills Gallery

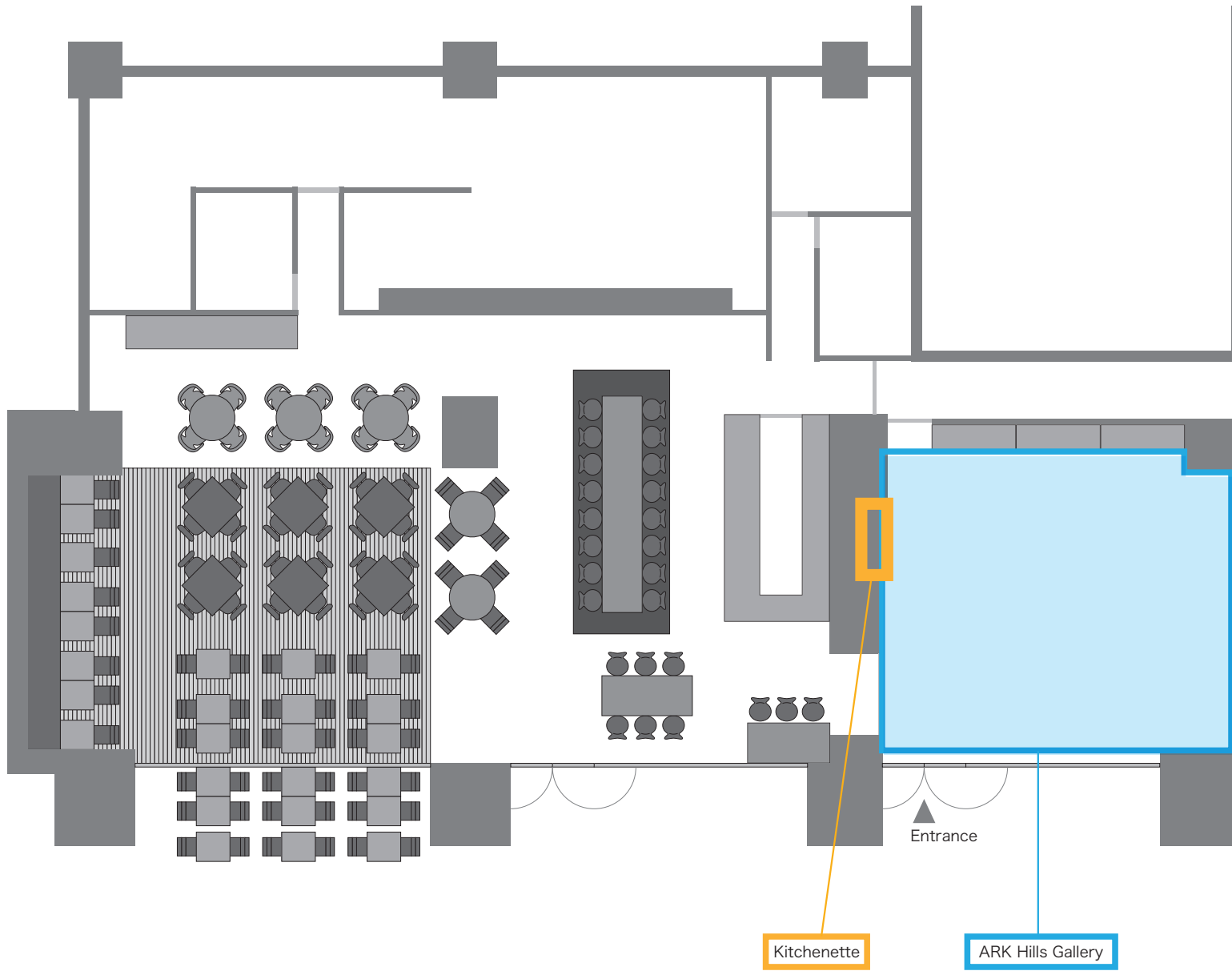
A gallery adjacent to the ARK Karajan Place is available for multi-purpose use.

This multi-purpose space of about 70m² is located adjacent to the ARK Karajan Place. The inviting, open interior can be used for just about anything, from parties to business meetings and seminars, as studio space and for presentations.

Whether using the ARK Hills Gallery as a stand-alone space, or in conjunction, ARK Karajan Place or other facilities, your promotional event will have dimension, a broader reach and greater impact.







Area • Facilities

Size: 69.10m²

Ceiling height: 3,400mm (skeleton ceiling)

Seating: 36 (round tables)

Floor loading: 180kg/m²

Hours of Usage: 7:00–23:00

*This includes all set-up and dismantling of displays.

Equipment:

Floors:

Trowel-finished mortar with a clear urethane coating

Walls:

Plasterboard with an AEP coating

Ceiling:

Open framework finished with AEP (open framework)

Power:

Outlets available throughout;
Single-phase 100V/200V 30A
Three phase 200V 60A

Lighting:

Spot lighting

Waiting room: None

Incidental equipment:

Kitchenette (IH cooktop and sink)

CONTACT


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

Facility	Details	Fee	Contact
ARK Karajan Place	Event Space Basic Fee (Basic Usage Fee) 9:00–22:00	¥500,000/Day	Sales Planning Group, Town Management Department TEL : 03-6406-6666
	Extended use 7:00–9:00, 22:00–23:00	¥50,000/Hour	
	<ul style="list-style-type: none"> ● Prior day preparation: 250,000 yen (1 day) *Consumption tax charged separately 		
Facility	Details	Fee	
ARK Hills Gallery	Event Space Basic Fee (Basic Usage Fee) 7:00–23:00	¥200,000/Day	
	<ul style="list-style-type: none"> ● Prior day preparation: 100,000 yen (1 day) *Consumption tax charged separately 		

*The pricing above is valid as of July 2022, but as prices may fluctuate please consult with each individual vendor separately.



● When arriving by subway or bus:

-  2 minute from Roppongi-itchohme Station (Exit 3) on the Tokyo Metro Namboku Line
- * 1 minute from Tameike-sanno Station (Exit 13) on the Tokyo Metro Ginza Line
- * 8 minutes from Kamiyacho Station (Exit 4) on the Tokyo Metro Hibiya Line
- * 9 minutes from Akasaka Station (Exit 5) on the Tokyo Metro Chiyoda Line
- * 10 minutes from Kokkai-gijidomae Station (Exit 3) on the Tokyo Metro Marunouchi Line

From JR Shibuya or Shimbashi stations



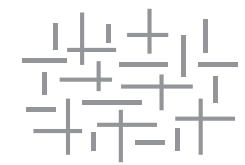
Take the No. 1 municipal bus (Shibuya⇄Shimbashi) and get off at the Akasaka ARK Hills-mae stop.
2 minutes from Roppongi-itchohme Station (Exit 3) on the Tokyo Metro Namboku Line.

● When arriving by car or taxi:

Hourly parking for up to 120 cars is available on the B2 level of the ARK Mori Building.
For details, go to <http://www.hillscard.com/benefits/mastercard/>

ARK Hills

Rules of Use



ARK HILLS

Rules for Use of ARK Hills

From Application to Contract and Payment

- When applying, please indicate the purpose of the event, its nature and other details.
- Please note in advance that, depending on the nature of the event, we may refuse use of the venue.
- There is no system of tentative reservations. Only finalized applications are accepted.
- 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.
- 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.
- Cancellations made after an application has been received will incur a separate predetermined cancellation fee.
- 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.
- The applicant shall bear any wire transfer fees associated with their payment.
- The right to use the venue may not be transferred or lent to another party.
- 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.

Cancellation Fee

Cancellations by the user after completing the contract will incur a penalty.

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

Preliminary meetings

- Once you have completed your contract, meet with the venue manager to go over the event schedule, venue structure, and lighting, sound and construction plans, etc.
- Final meetings should be completed at least 10 days prior to use, after which you should submit your final construction drawings, preparation diagrams, electrical drawings, and complete any filings with the relevant authorities.
*If the content of use at this stage differs from that at the time of application, we may refuse your use of space.

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	Akasaka Fire Station	03-3478-0119
Health Center	Minato Ward, Minato Health Center (Environmental Health Division)	03-5114-3009

Security/Guidance

Security personnel should be deployed as required by the nature of the event or when use of vehicles, installation of fixtures and so on will occur on multiple days.

The event organizer is responsible for the cost.

Teikei Inc. 03-3205-9011

Work notices and unloading/loading procedures

Work notices should be filled out using the designated form and submitted

to the venue manager.

Please check in at the ARK Mori Building or ARK Towers Security Control Center prior to starting work on the day work is to be done.

Use of ARK Karajan Place → ARK Mori Tower Security Control Center

Use of ARK Gallery → ARK Towers Security Control Center

Precautions during events

Please pay adequate attention to noise, as the floors above the ARK Hills Gallery include residences, spas and aesthetic salons. Walkways fronting the space are visitor arterials. Please take adequate care not to block visitor traffic.

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.
 - Events that may block traffic on the walkways fronting the venue.
 - Events that may compete with Mori Building Co., Ltd. and ARK Hills.
 - Events that may interfere with the business of ARK 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.

Cancellation after Contract Completion

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

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

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 (Teikei Security: 03-3205-9011).

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 [Taisei Co., Ltd. (Contact Mr. Oochi at 03-3584-3449)]

Other precautions

1. Unloading and loading

Please provide protection where necessary to prevent damage or defacement of facilities during unloading and loading. In areas where unloading and loading activities cross paths with visitor traffic, visitors should be given the right of way, and security personnel deployed where necessary to ensure safe and adequate consideration for pedestrians. Note that Spain-zaka has a 3 ton cargo limit; any vehicles exceeding the three tons cargo limit will require submission of an application for transit permission filed in advance with the Azabu Police Station.

2. Please take adequate care when performing noisy work, as there are spas and residences on the upper floors.

Please be sure to close exterior doors when working, especially during work that may generate noise.

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

Attaching any fixtures directly on the building with tape or nails, etc., or affixing any items to ceilings, floors, walls or glass is prohibited.

Use of the venue may be refused for events generating loud noise, offensive odors, vibration and so on.

Please inquire with the venue manager regarding unloading of heavy items.

Use only fireproofed materials (those with a fireproof label) for decorations and displays, including carpets and so on.

Please ensure decorative materials remain at least 500mm or more from the ceiling.

Secure an aisle of at least 5m in width within the space, and ensure the aisle connects directly to emergency exits in at least two directions.

Ensure displays and decorations do not interfere with sprinkler heads, etc.

Ensure decorations and displays do not block light switches, emergency exits, fire doors, fire prevention hanging walls, exhaust duct equipment, fire alarms, electrical panel switches, shutter or shutter box.

Please comply with all other relevant laws and regulations.

Information on using the space

1. Operating Manual

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

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

2. Event Staff

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

3. Press activities

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

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

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

5. Contacts for Event Inquiries

At ARK Hills we generally do not respond to inquiries regarding events, so please arrange for the appropriate person or office that people may contact specifically for your event.

Rules for Use of ARK Karajan Place

Terms of Use

1. Event content
 - ARK Hills prioritizes support for events of a public nature that contribute to enlivening the plaza.
 - ARK Hills prioritizes support for events that will contribute to enhancing the image of ARK Hills.
2. Event notification
 - Informational and directional signs can be installed. Please consult with the venue manager regarding signage size and specifications.
 - As a rule, distribution of pamphlets and so on outside of the event area is prohibited.

(Use of Hills Vision, our internal media outlet, is negotiable for a fee.)

Usage fees

Fees will be determined after meeting to discuss the nature and length of the event.

Set-up and removal work

1. As a rule, set-up and removal work and vehicle access are prohibited during the following hours:

Commuting time (weekdays)	9:00 a.m. – 10:00 a.m.
Lunchtime (weekdays)	11:30 a.m. – 1:30 p.m.
Suntory Hall performances *1	From 40 minutes prior to doors opening, to 15 minutes following the start of the performance From 15 minutes prior to the end of the performance, to 30 minutes there after. During performances in the Small Hall.

2. Please submit a plan in advance that details the work area that should be surrounded by color pylons and ensure a route for pedestrians.
3. Please make sure that at the work entrance (Spain-zaka⇄ARK Karajan Place) for loading and unloading there is a route for pedestrians and give careful consideration to their safety and convenience.

4. Please note that depending on the weight of vehicles and installed objects, we may refuse the installation of those in accordance with our standards. *Standard permissible load is 450kg/m².
5. Regarding use of fire and work generating odors, etc., it will be determined whether the work should be done or not after meeting with us.
6. We may ask you to use our designated contractor to clean up after the event (fees apply).
7. Spain-zaka has a 3 ton cargo limit per the Road Traffic Act.

During events

1. During the following hours, use of sound or events generating noise is prohibited.

Early morning/late night	7:00 a.m. – 9:00 a.m. 8:00 a.m. – 11:00 a.m.
Suntry Hall performances *1	From 40 minutes prior to doors opening, to 15 minutes following the start of the performance From 15 minutes prior to the end of the performance, to 30 minutes there after. During performances in the Small Hall

2. Adjustments will be made to the configuration of the plaza waterfall, lighting, tent and so on based on prior discussions.
3. For events that may generate trash, install temporary trash bins, which are to be disposed of by a designated waste management vendor (for a fee).
4. If you wish to leave any vehicles, please use the ARK Mori Building underground parking garage (hourly rates will apply).
*Please be reminded that the music box at the entrance to Suntory Hall will chime at noon and when doors open for a performance.

Others

- A separate explanation will be provided of the documents specified by ARK Hills that need to be submitted prior to set-up and removal work.
- ARK Hills reserves the right to refuse installation of any items that may fall over, etc., based on the Safety Review form you submit.
- To ensure compliance with laws and regulations, we may ask that you

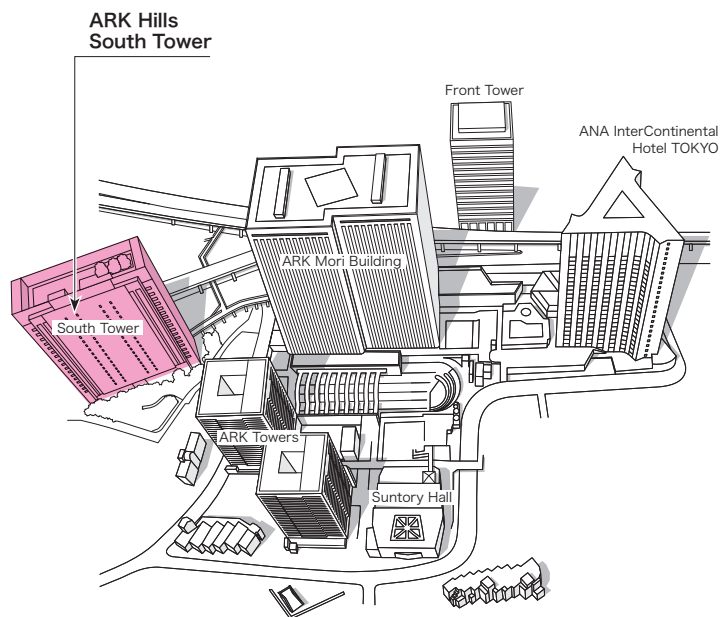
- submit a copy of documents you may file with the Public Health Office, police and fire departments.
- You will be asked to meet in advance with the ARK Mori Building Security Control Center to discuss the specifics of your event and obtain their consent.

*1 Performance schedules are subject to changes and additions. Please check with the venue manager regularly for details.
*2 To be determined in accordance with our standards, considering the structure of the installation location and other factors (Standard permissible load is 450kg/m²).

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

ARK Hills South Tower

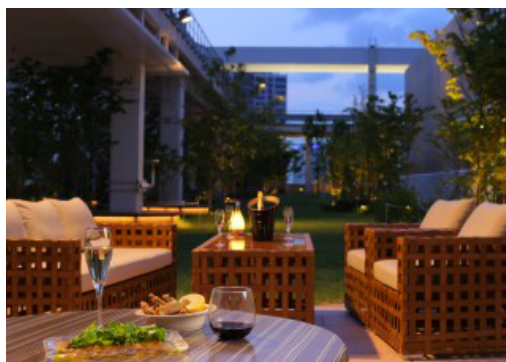
Completed in August 2013, this is a mixed-use office and commercial building that represents a new entryway into the ARK Hills area. A plaza connects directly to Roppongi-itchohme Station, while a sunken garden features a 12m waterfall that gives visitors a sense of openness cool refreshment. Entered from the sunken garden, the ARK Kitchen retail space on the basement level offers shopping at Fukushimaaya, a supermarket, as well as a rich variety of other unique stores, all lively with a wide range of customers.



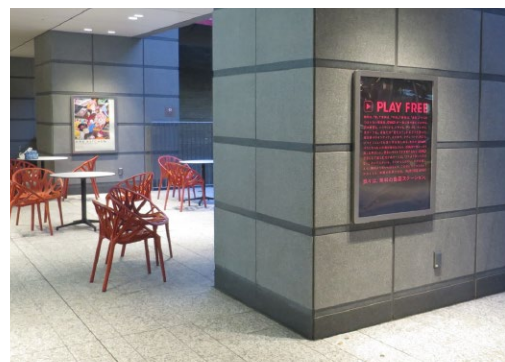
▲Sunken Garden



▲ Roof Garden "Sky Park"



▲ Rooftop Lounge (Open May through Sep.)



▲ Poster case



▲ Advertisement board

*Please contact us directly regarding terms and conditions of use.

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