



TORANOMON HILLS

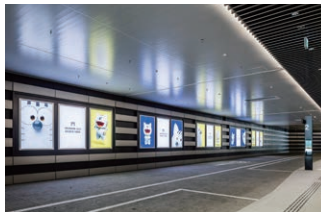
# Toranomon Hills

Introduction to Mori Building Facilities for Events and Advertising

# Toranomon Hills Business Tower

Toranomon Hills Business Tower is a 36-story super high-rise complex tower with global-level large offices and commercial facilities. It is also connected to the Tokyo Metro Hibiya Line “Toranomom Hills Station” and the Ginza Line “Toranomom Station” via an underground passage. On the 1st floor, there is a bus terminal where you can get on and off an airport limousine bus and the Tokyo BRT (Bus Rapid Transit) that connects the central and coastal areas, and it will function as a new “gateway to Tokyo” that connects the world and the city center. A number of re-development projects are proceeding in the Toranomom Hills area, accelerating the development of an integrated city and its transportation infrastructure. We will introduce you a wide range of media that will enable you to effectively disseminate information for a variety of people such as workers, residents, hotel guests, forum users visited to this ever-evolving new international city center and global business center Toranomom Hills.

1 Toranomom Hills Business Tower Art Board



2 Toranomom Hills Business Tower Digital Signage



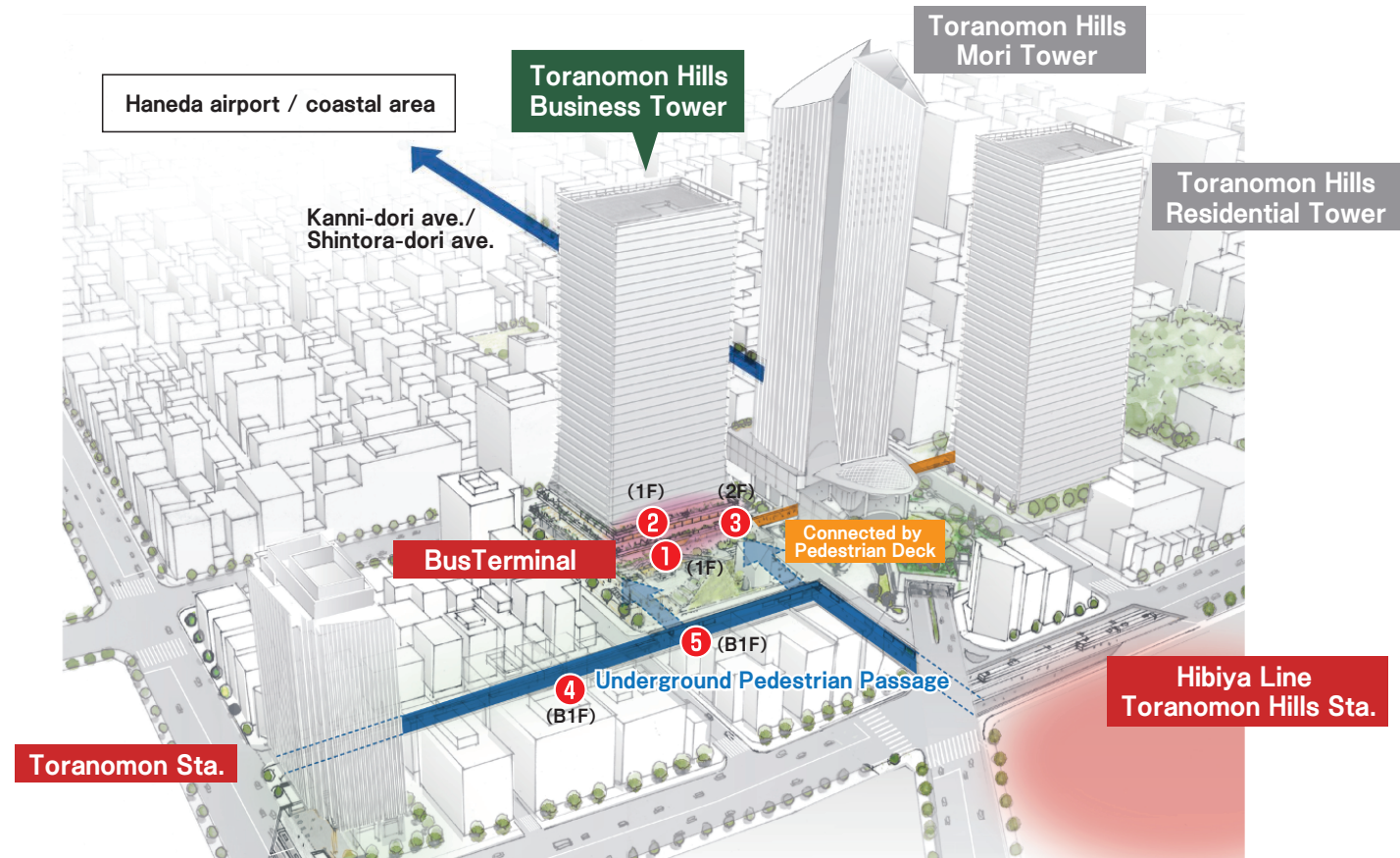
3 Toranomom Hills Business Tower Waterscape



4 Toranomom Underground Passage Walls



5 Toranomom Underground Passage Digital Signage



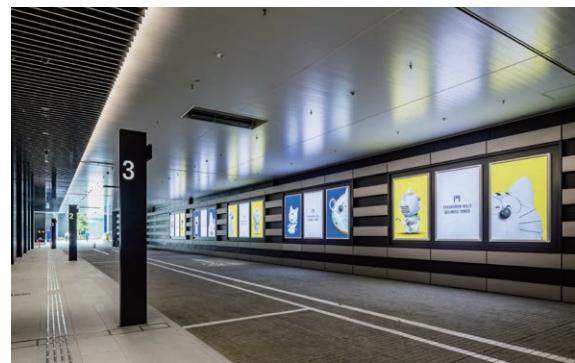
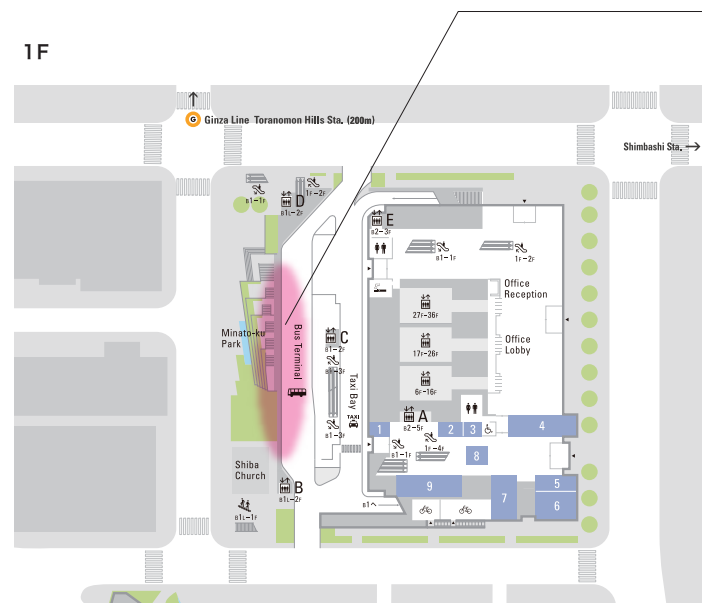
## ① Toranomom Hills Business Tower - Art Board

Impressive and dynamic creative works can be displayed at the city center-side departure and arrival points of the Tokyo BRT, which connects the city center with the coastal area, and at the bus terminal for airport limousine buses.

### Toranomom Hills Business Tower - Art Board

Media	FF sheet, internally illuminated by LEDs
Location	Bus terminal (wall side) on 1st Floor of Toranomom Hills Business Tower
Size	W 1,356 mm × H 2,000 mm × 15 sites
Sales period	2 weeks
Price	¥2,000,000 (excluding tax)

Toranomom Hills Business Tower  
Art Board



# Toranomon Hills Business Tower - Digital Signage

Advertising videos can be broadcasted at the city center-side departure and arrival points of the Tokyo BRT, which connects the city center with the coastal area, and at the bus terminal for airport limousine buses. Media jacking (taking over all of the advertising in the space) is also possible by using it with art boards.

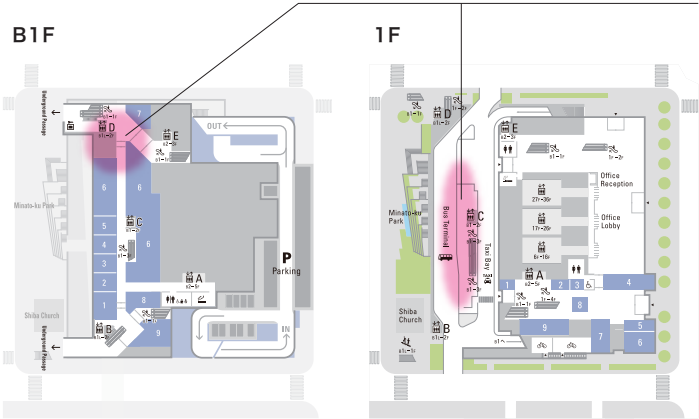
### Toranomon Hills Business Tower - Digital Signage

Media	65 inch vertical x 6 sites 15 sec. x 20 times/hour (Max. 12 spaces) 3 min. roll
Location	Bus terminal (building side) on the 1st Floor of Toranomon Hills Business Tower, 5 sites Toranomon Hills Business Tower Entry on the B1 Floor, 1 site
Size	W 803 mm x H 1,428mm x 6 sites
Sales period	2 weeks
Price	Spot use (15 sec. x 20 times/hour) ¥200,000 (excluding tax) Entire purchase by a company ¥1,200,000 (excluding tax)

▼ Bus terminal (building side) on 1st Floor



Toranomon Hills Business Tower Digital Signage



▼ Bus terminal (building side) on 1st Floor



▼ Entry on B1 Floor

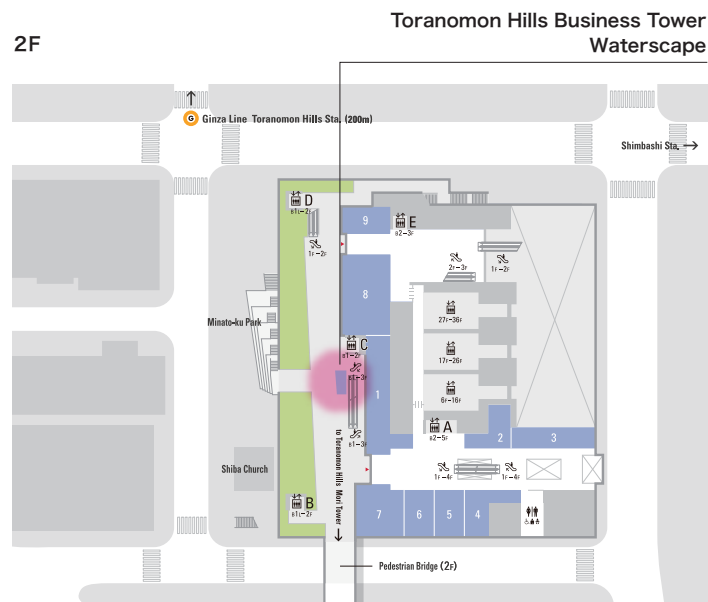


### ③ Toranomon Hills Business Tower – Waterscape

Creative works can be displayed on the impressive Waterscape installed along the deck on the 2nd Floor of Toranomon Hills Business Tower. This deck connects Toranomon Hills Mori Tower to Toranomon Station on the Ginza Line, and also provides access to the adjacent Nishi Sakura Park, making it a place where visitors to the Toranomon Hills area, not just to the business tower, can pass by day and night.

#### Toranomon Hills Business Tower – Waterscape

Media	Sheet attachment
Location	Toranomon Hills Business Tower, 2nd Floor Deck
Size	W5,400mm × H4,000mm
Sales period	2 weeks
Price	¥1,000,000 (excluding tax)



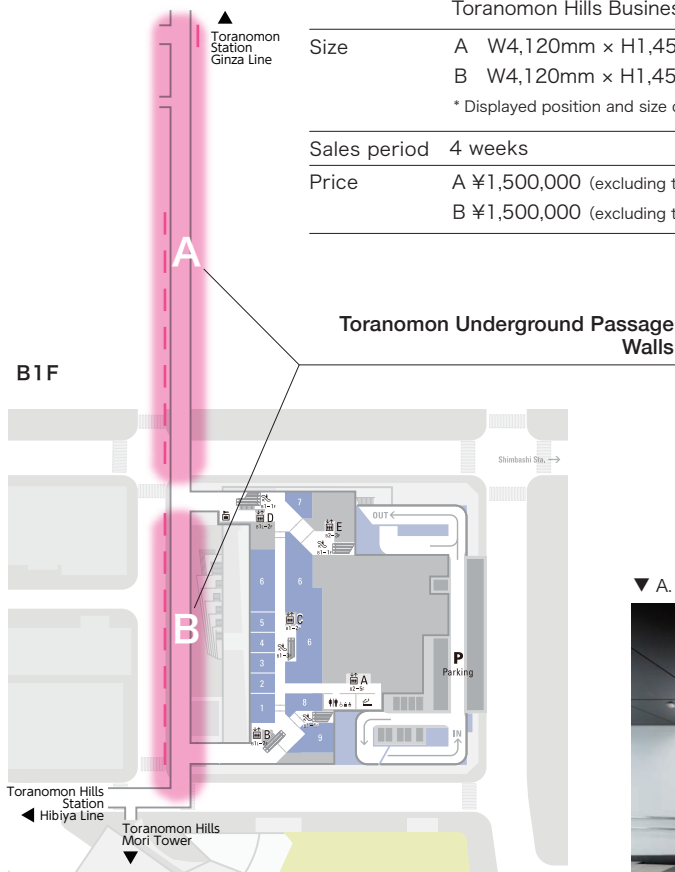
\* Maximum display scope is the area framed in blue.  
 \* Image for illustration purposes.

## ④ Toranomon Underground Passage - Walls

Creative works can be exclusively displayed in the Toranomon underground passage, which is the main access connecting Toranomon Hills with the Hibiya and Ginza Lines, and the Tokyo BRT.

### Toranomon Underground Passage - Walls

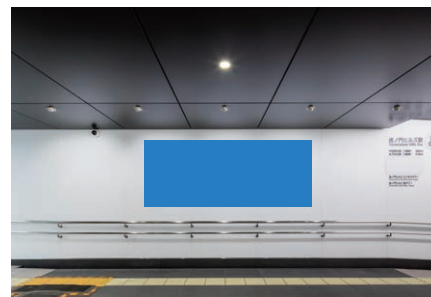
Media	Panel/sheet (attachment)
Location	Between Toranomon Station on the Ginza Line and Toranomon Hills Business Tower
Size	A W4,120mm × H1,456mm × Max. 8 sections B W4,120mm × H1,456mm × Max. 7 sections * Displayed position and size can be adjusted.
Sales period	4 weeks
Price	A ¥1,500,000 (excluding tax) B ¥1,500,000 (excluding tax)



▼ A. To Toranomon Station (Ginza Line)



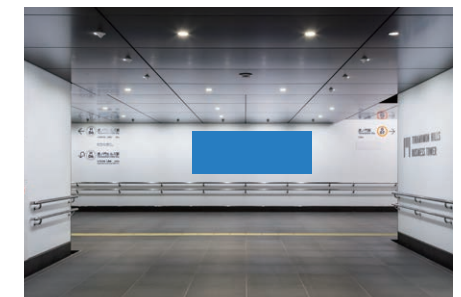
▼ A. Toranomon Station (Ginza Line) entrance area



▼ B. To Toranomon Hills Station (Hibiya Line)



▼ B. Toranomon Hills Business Tower entrance area



\* Standard displayed section is the area indicated by the red line.

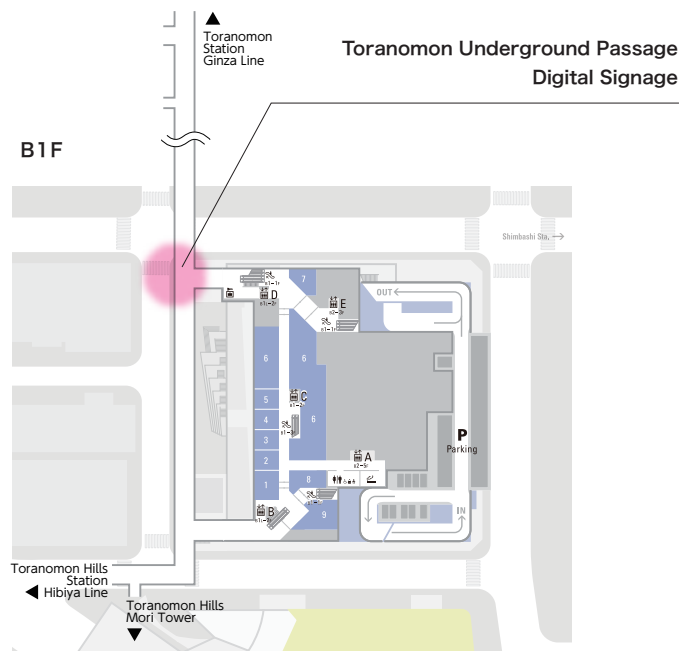
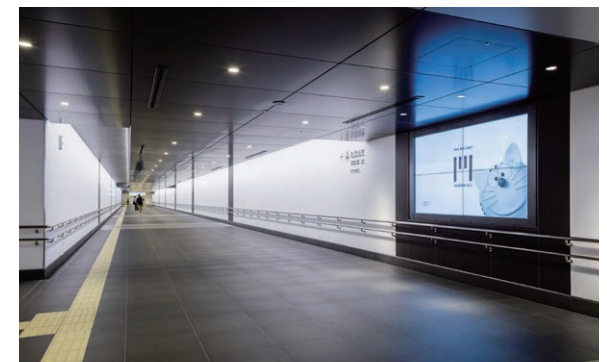
\* Image for illustration purposes.

## ⑥ Toranomon Underground Passage - Digital Signage

Advertising videos can be broadcasted on a large screen installed in front of the entrance of Toranomon Business Tower at the Toranomon underground passage. Media jacking (taking over all of the advertising space) is possible by using it with the wall on the underground passage. Additional impact can be made by broadcasting videos.

### Toranomon Underground Passage - Digital Signage

Media	110 inch horizontal × 1 screen 15 sec. × 20 times/hour (Max. 12 spaces) 3 min. roll	
Location	Business Tower north side entrance of the Toranomon underground passage	
Size	W2,423mm × H1,364mm	
Sales period	2 weeks	
Price	Spot use (15 sec. × 20 times/hour)	¥200,000 (excluding tax)
	Entire purchase by a company	¥1,200,000 (excluding tax)



Media	Details	Displayed period	Fee
① Toranomon Hills Business Tower Art Board		2 weeks	¥2,000,000
	<ul style="list-style-type: none"> <li>* Permanently illuminated (24 hours a day). However, lighting may be suspended for facility management reasons.</li> <li>* Sales period includes installation and removal time. Basically, installation and removal are done at midnight on Sunday.</li> <li>* Sales price does not include any manufacturing, installation, or removal costs.</li> <li>* Visibility of the design may be affected by characteristics of the bus terminal facility.</li> <li>* Placement of competitors' advertising media in surrounding areas will not be adjusted.</li> </ul>		
② Toranomon Hills Business Tower Digital Signage	Spot use (15 sec. × 20 times/hour)	2 weeks	¥200,000
	Entire purchase by a company	2 weeks	¥1,200,000
<ul style="list-style-type: none"> <li>* Lighting times as per the facility's opening hours.</li> <li>* Complete package will be delivered for placement. In addition, there is no audio output.</li> <li>* In case of emergency, information may be replaced by Mori Building.</li> <li>* Broadcasting starts from Monday without exception.</li> <li>* Placement of competitors' advertising in the space before/after, and in surrounding areas will not be adjusted.</li> </ul>			
③ Toranomon Hills Business Tower Waterscape		2 weeks	¥1,000,000
	<ul style="list-style-type: none"> <li>* Sales period includes installation and removal time. Basically, installation and removal are done at midnight on Sunday.</li> <li>* Sales price does not include any manufacturing, installation, or removal costs.</li> <li>* Placement of competitors' advertising media in surrounding areas will not be adjusted.</li> <li>* Separate discussion is required for use of the space by the Waterscape.</li> </ul>		

Media	Details	Displayed period	Fee
④ Toranomon Underground Passage Walls	A	4 weeks	¥1,500,000
	B	4 weeks	¥1,500,000
<ul style="list-style-type: none"> <li>* Usage hours for the underground passage is from the first to the last train on the Tokyo Metro.</li> <li>* Sales period includes installation and removal time. Basically, installation and removal are done at midnight on Sunday.</li> <li>* Sales price does not include any manufacturing, installation, or removal costs.</li> <li>* Placement of competitors' advertising media in surrounding areas will not be adjusted.</li> </ul>			
⑤ Toranomon Underground Passage Digital Signage	Spot use (15 sec. × 20 times/hour)	2 weeks	¥200,000
	Entire purchase by a company	2 weeks	¥1,200,000
<ul style="list-style-type: none"> <li>* Usage hours for the underground passage is from the first to the last train on the Tokyo Metro.</li> <li>* Complete package will be delivered for placement. In addition, there is no audio output.</li> <li>* In case of emergency, information may be replaced by Mori Building.</li> <li>* Broadcasting starts from Monday without exception.</li> <li>* Placement of competitors' advertising media in surrounding areas will not be adjusted.</li> </ul>			

\* The above price list is as of July 2020. Pricing is subject to change without prior notice. Please contact us for details.

\* Consumption tax is charged separately.

\* Designated agent system is adopted for some of the above media.

\* Designs and videos are reviewed in advance.

\* Media must be manufactured and constructed by companies designated by us.

\* Conditions apply for placement. Please contact us for details.

CONTACT: Mori Building Co., Ltd.,  
Town Management Department, Media Business Planning Group  
TEL : 03-6406-6666

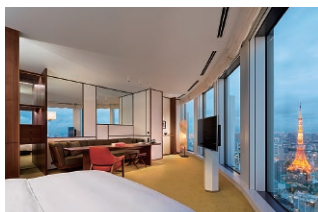


## Toranomon Hills

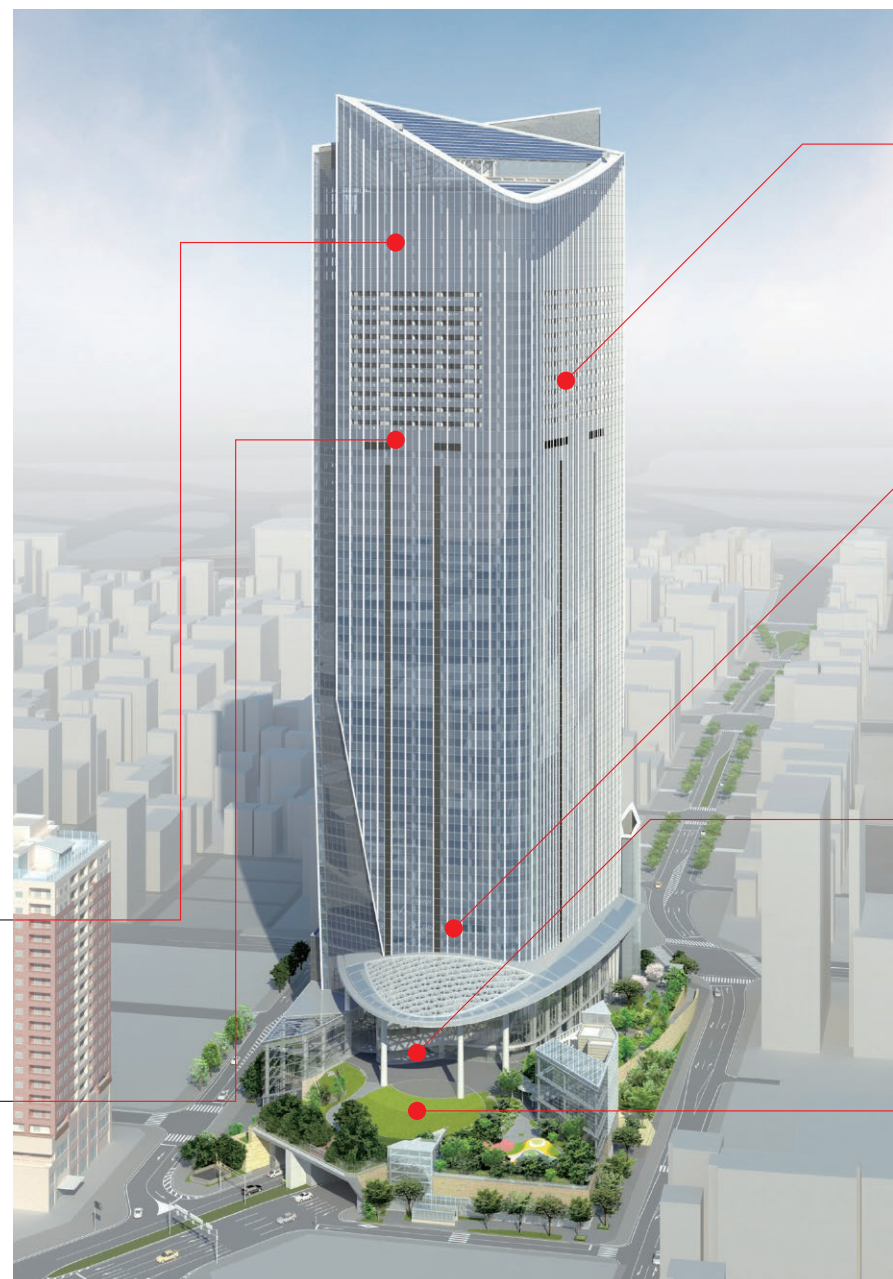
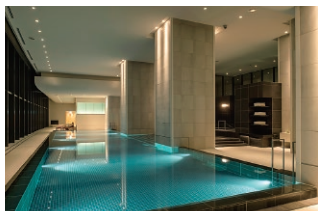
Toranomon Hills, the new landmark for Tokyo, is an ultra large-scale redevelopment project stretching between and joining Shimbashi and Toranomon. With this area we seek to offer new possibilities and directions for today's urban lifestyle.

Toranomon Hills is a 52-story, 247-meter high multipurpose super high-rise tower housing Japan's first Andaz hotel, an international-level conference facility, retail facilities, and a 6,000m<sup>2</sup> open space. This tower is the new landmark representing Tokyo, and will serve as the hub for broadcasting Tokyo's appeal both in and outside of Japan.

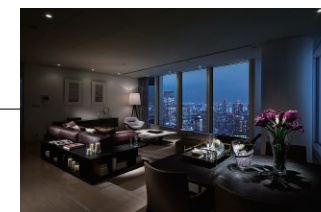
### ANDAZ TOKYO



### AO SPA AND CLUB



### Toranomon Hills Residence



### Toranomon Hills Forum



### Toranomon Hills Cafe



### Oval Plaza



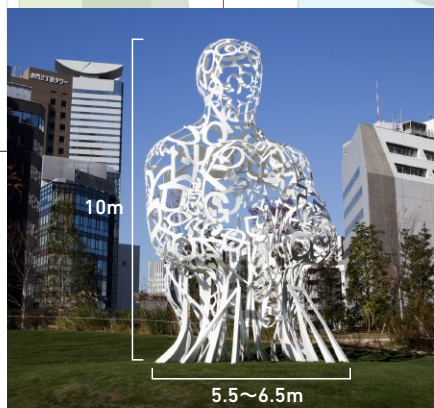
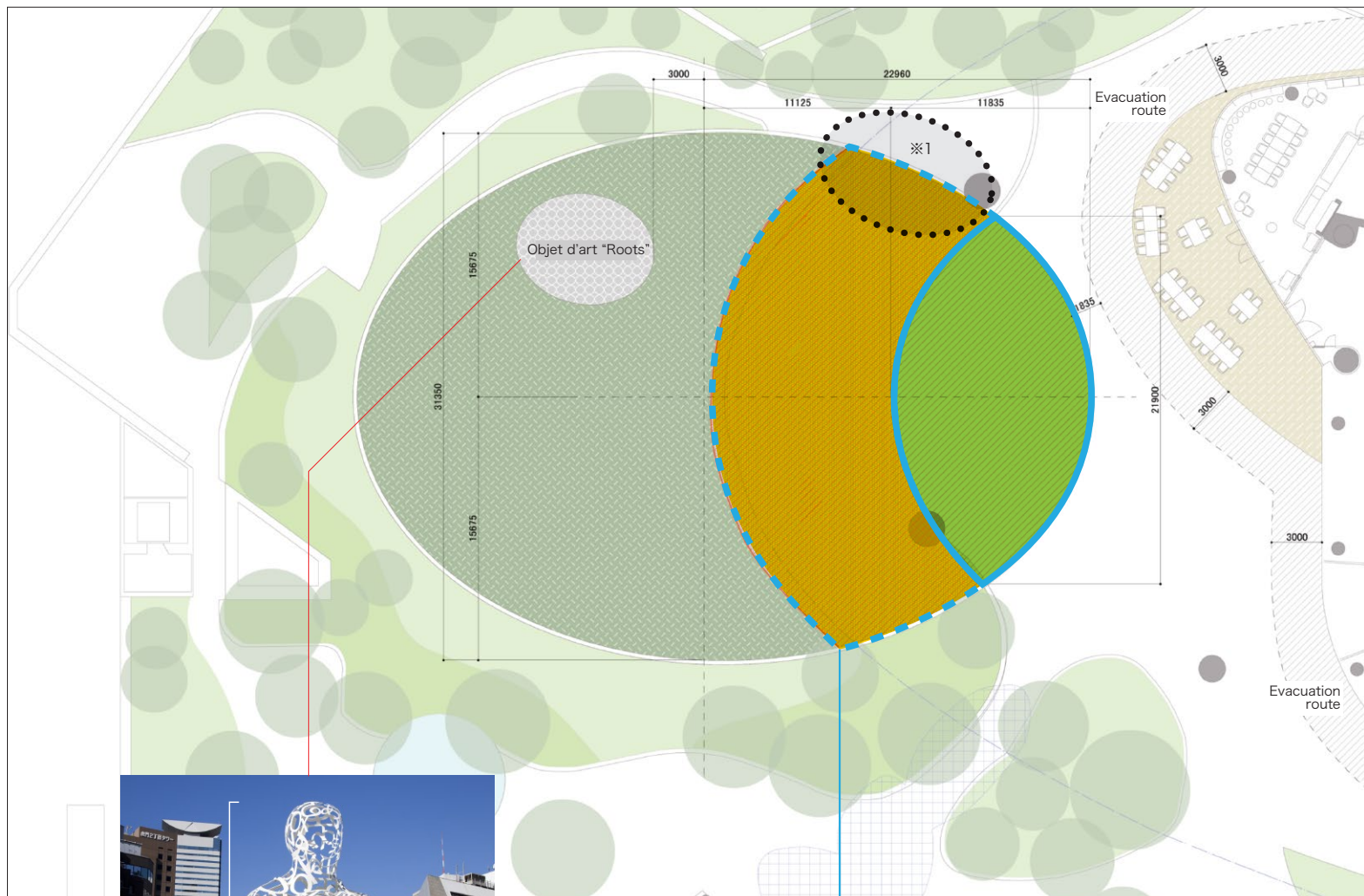
## Oval Plaza

The Oval Plaza, an outdoor grassy slope abutting a broad plaza located directly in front of the main entrance can be used for car exhibits, press events and various other promotional activities.

Oval Plaza







"Roots" by Jaume Plensa

Leasable Area: Approx. 450m<sup>2</sup>

Area subject to coordination for placement of stages, podiums, etc.: Approx. 280m<sup>2</sup>

\*1 There are certain places where ducts are located and restrictions exist on use of these areas

Area available for placement of stages, podiums, etc.: Approx. 170m<sup>2</sup>

**Area •Facilities**

Size: Approx. 450m<sup>2</sup>

Floor loading: 300kg/m<sup>2</sup>

Hours of Usage: 8:00-21:00

\*This includes all set-up and dismantling of displays.  
\*Please note that performances and work producing sound should be held between 9:00 and 20:00.






Equipment: Electrical Capacity  
Single phase-single wire  
·100V 20KW  
3 phase-3 wire  
·200V 20KW

**Remarks**

- Usage time will be decided at the time of making the contract.
- The usage time includes preparation and set-up (excluding loading and unloading), as well clean-up after the event.
- In principle loading and unloading is done via the cargo elevators. If items will not fit, please consult with us as to the best solution.
- Appropriate consideration will need to be given to the surrounding neighborhood when light and sound output is excessive.
- We will coordinate with parties concerned with the Toranomon Hills Cafe for the event.
- All aspects of the event must be confirmed in advance

**CONTACT**

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

-  Pit
-  Electricity, Event Pit
-  Distribution Board
-  Event Faucet
-  Event Drainage



## Toranomom Hills Cafe

Toranomom Hills Cafe is a full service cafe located adjacent to the main entrance of Toranomom Hills. All glass front through which sunlight pours, a compact but very comfortable, approx. 66m<sup>2</sup> of easy to use space, perfect for product launches, talk show events, gallery, meetings and much more. Featuring a famous professional chef and offering meal service for events including after parties and event tie-up menus for events. Located directly in front of the sweeping lawn of Oval Plaza, and well situated for combined events, promotions including multi-faceted promotional events.

Connecting the world with Tokyo “Toranomom Hills” functions as a business hub, at the same time “Toranomom Hills Cafe” functions as a community hub connecting the people there.

Toranomom Hills Cafe







Another benefit of using the cafe as part of your event space is that the exterior can be decorated specifically for your event. We encourage you to use it fully to announce and magnify your event.





**Area · Facilities**

Size: 71.4m<sup>2</sup> (Leasable space)  
Ceiling height: 3.5m  
Seating: 29(Counter seating 17)  
Floor loading: 300kg/m<sup>2</sup>  
Hours of Usage: 06:00–23:00  
*\*This includes all set-up and dismantling of displays.*

Facilities:  
Electricity: Outlets at various locations  
                  Single Phase 100V/200V 30A  
                  3 Phase 200V 60A  
Lighting: Spot lighting  
Waiting room: N/A  
Incidentals: Mini-kitchen (IH Heater, sink),  
                  projector, picture rail, roll curtain

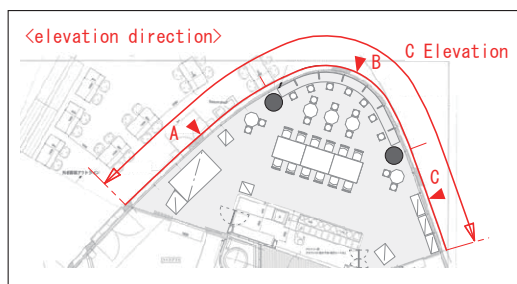
- Remarks
- It is expected that you will utilize the existing food and beverage options and operations.
  - If their food and beverage functions are not used, an additional sales compensation charge will be incurred.
  - Public spaces are not included in the rental fee. Please note that there are times when you cannot use or access them.

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

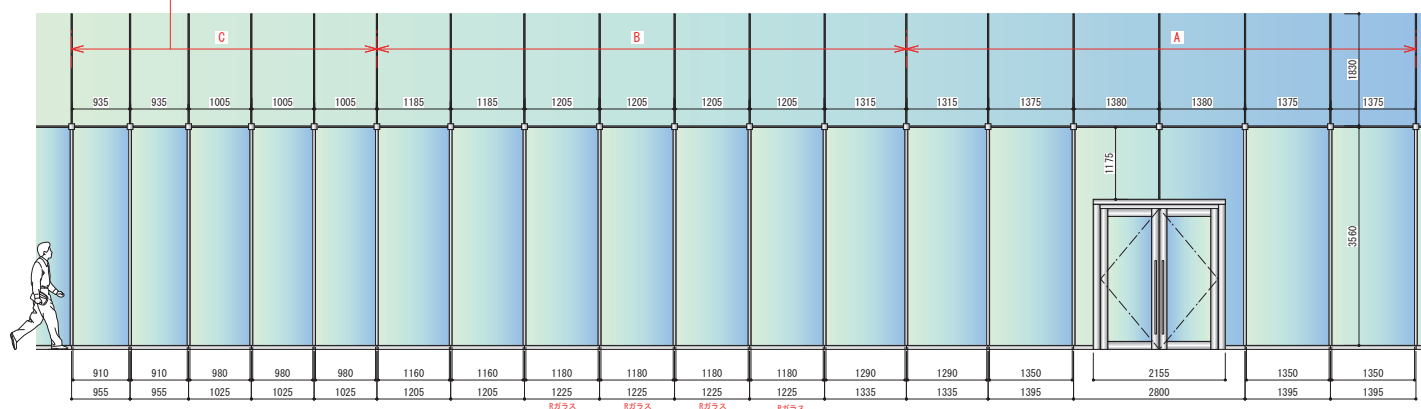
## Exterior decoration of the café

When using Hills Cafe, it is possible to decorate the exterior of the cafe.

Please make use of it for the name and to display the image of your cafe.



\* There are some cases when it is impossible to display the name of a company and pictures of products.



\* There are some cases when it is impossible to display the name of a company and pictures of products in space "C". Please contact us about the contents of display in advance.

\* Decoration must be as a cafe design sign decoration.

\* Regarding displaying pure advertising, etc., an application for exterior advertisement may be required.

\* Use is available on the condition of returning it to an original condition.

## Examples of usage



Facility	Detail	Fee(Example)	Contact
Oval Plaza	Event Space Basic Fee (Basic Usage Fee)	8:00–21:00 ¥800,000/Day (tax not incl.)	Sales Planning Group, Town Management Department TEL: 03-6406-6666
	Nighttime Loading/Unloading fee	23:00–8:00 ¥150,000/Day (tax not incl.)	
	Special Usage Fee Full-day use for preparation and removal	8:00–21:00 ¥200,000/Day (tax not incl.)	
<p>*Loading/unloading at Oval Plaza should take place between 23:00-8:00.</p> <p>*This fee will arise in the case that preparation, event itself, and removal are not able to be done entirely within the leased period.</p> <p>*Basic usage fee are the same regardless of day of the week (weekdays, weekends, or public holidays).                      *The usage time includes preparation and set-up (excluding loading and unloading), as well clean-up after the event.                      *In principle loading and unloading is done via the cargo elevators. If items will not fit, please consult with us as to the best solution.                      *Events producing sound should be held between 09:00 and 20:00.                      *Usage time will be decided at the time of making the contract.                      *We will coordinate with parties concerned with the Toranomom Hills Cafe for the event.                      *Security costs and other costs for special events will be borne by the event organizer                      *Appropriate consideration will need to be given to the surrounding neighborhood when light and sound output are excessive.                      *Please inquire separately if you would like to use the slope.</p>			

Facility	Detail	Fee(Example)
Toranomom Hills Cafe	Event Space Basic Fee (Basic Usage Fee)	6:00–23:00 ¥300,000/Day (tax not incl.)
		*The above amount assumes the use of the dining function of the Cafe as well. If the dining function is not utilized, a separate minimum sales fee will be payable.
	Nighttime removal and unloading charges	23:00–6:00 ¥150,000/Time (tax not incl.)
	Extended use	23:00–6:00 ¥20,000/Hour (tax not incl.)
<p>*Basic usage fee are the same regardless of day of the week (weekdays, weekends, or public holidays).                      *The usage time includes preparation and set-up (excluding loading and unloading), as well clean-up after the event.                      *In principle loading and unloading is done via the cargo elevators. If items will not fit, please consult with us as to the best solution.                      *Usage time will be decided at the time of making the contract.                      *It is possible to create original menu as an option (Food: 30,000yen~/dish, Dessert: 20,000yen~/dish, Drink: 10,000yen~/drink)                      *We will coordinate with parties concerned with the Oval Plaza for the event.                      *Security costs and other costs for special events will be borne by the event organizer                      *Appropriate consideration will need to be given to the surrounding neighborhood when light and sound output are excessive.</p>		

**Discounts available for use with Oval Plaza as a set.**

Facility	Detail	Fee
Oval Plaza	Event Space Basic Fee (Basic Usage Fee)	Oval Plaza 8:00–21:00 ¥1,000,000/Day (tax not incl.)
+		Cafe 6:00–23:00
Toranomom Hills Cafe		
<p>*Separate charges apply for extensions, set-up, removal, loading/unloading when using the Toranomom Hills Cafe.</p>		

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



- **Address**  
Toranomon Hills Mori Tower 5F, 1-23-3 Toranomon, Minato-ku, Tokyo 105-6305
- **Access by Car**
  - Approx. 5 minutes from Shimbashi Station
  - Approx. 10 minutes from Tokyo Station
  - Approx. 30 minutes from Haneda Airport
  - Approx. 90 minutes from Narita Airport
- Access from Yokohama/Haneda direction  
Approx. 5 minutes from the Metropolitan Expressway Shiodome Exit
- Access from Ikebukuro/Shinjuku/Narita direction  
Approx. 5 minutes from the Metropolitan Expressway Kasumigaseki Exit
- ⊗ Entry from the Toranomon 2-chome intersection is not allowed, as a right turn into the parking area of Toranomon Hills is prohibited.
- **Access by Train**
  - Tokyo Metro Hibiya Line  
2-minute walk from Toranomon Hills Station [Nakameguro gates](Exit A1 or B1)
  - Exit A2 is not accessible from the Nakameguro gates and Exits A1 and B1 are not accessible from the Kita-Senju gates.
  - Tokyo Metro Hibiya Line  
2-minute walk from Toranomon Hills Station [(Kita-Senju gates)(Exit A2)]
  - Tokyo Metro Ginza Line  
5-minute walk from Toranomon Station (Exit 1)
  - Tokyo Metro Chiyoda/Marunouchi/Hibiya Lines  
8-minute walk from Kasumigaseki Station (A12 Exit)
  - Toei Mita Line  
8-minute walk from Uchisaiwaicho Station (A3 Exit)
  - Ginza Line, Asakusa Line, Yurikamome, Yamanote Line, Keihin-Tohoku Line, Tokaido Line, Yokosuka Line  
11-minute walk from Shimbashi Station (Karasumori Exit)

# TORANOMON HILLS

Rules of Use



TORANOMON HILLS

## Oval Plaza Regulations for Use

### 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. We cannot accommodate tentative reservations.
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. After the event, please deposit the subsequent adjustment amount of money to the designated bank account. To be paid in the month following the event month.
6. Cancellations made after an application has been received will incur a separate predetermined cancellation fee.
7. The applicant shall bear any wire transfer fees associated with their payment.
8. The right to use the venue may not be transferred or lent to another party.
9. 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.
- The event is of a nature that creates competition with Mori Building Co., Ltd. or Toranomon Hills.
- The event impedes the business of Toranomon 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	Atago Police Station	03-3437-0110
Fire	Shiba Fire Station	03-3431-0119
Health Center	Minato Ward, Minato Health Center (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 (Teikei, Inc. / Tel 03-6233-2992 / Contact: Masaaki Mikami).

### 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. In the event that the grass is damaged, the user shall bear the expense for restoring it to its original condition.

### 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 / Tel 03-3354-4131 / Contact: Mr. Ishida)

### Other Precautions

1. When using this space, please note in advance that neither can we coordinate the competition between advertisers using Toranomon Hills and other facilities (with the exception of Toranomon Hills Cafe) nor the nature of productions, their timing, etc.
2. Please note in advance that we may not be able to accept your application depending on the availability of the facilities in Toranomon Hills.
3. 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.

### Setup and Removal

Operating hours including the use of a freight elevator for loading and unloading are 23:00 – 8:00.

Please consult with us if a vehicle will be used for loading and unloading other than the cargo-handling/freight elevator.

**Loading and Unloading**

1. Take the necessary precautions to avoid damaging or dirtying the facilities during loading and unloading.
2. 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.
3. You must go through procedures at the Distribution Center to use carts and other such equipment for loading and unloading.

**Setup and Removal Precautions**

1. Consult with a Mori Building Co., Ltd. official prior to using fire, gas or heating instruments in the venue or bringing hazardous materials into the venue.
2. 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.
3. We may refuse to allow the production of loud noises, foul odors, shaking, etc.
4. Please consult with the venue administrator concerning the delivery of heavy items.
5. We may instruct you to only use fully flameproof materials (bearing a flameproof label) for ornamentation or display (including floor carpets, etc.).
6. 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.
7. With regard to other rules, please comply with relevant laws and regulations.

**Work Notices and Loading/Unloading Procedures**

1. Building entry procedures are required for all workers involved in setup and removal, including the staff running an event.
2. Upon filling out the prescribed form, please submit the work notification to the venue administrator (to be received by 18:00 on the 3<sup>rd</sup> business day prior to the event).
3. Prior to beginning work on the day of, check in to the building at the Toranomon Hills Security Control Center (Tel 03-5473-2700).
4. 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**

1. All loading and unloading using the cargo area requires procedures at the Distribution Center (Toranomon Hills Distribution Center / Tel 03-3503-6752).
2. Submit an unscheduled loading/unloading registration to the Distribution Center.
3. When unloading items from the venue, bring the permit sent back by the Distribution Center.
4. Use of the logistics yard incurs a fee.

**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  
News gathering, photography and filming without the permission of Mori Building Co., Ltd. is prohibited. For photography, filming and news gathering other than photographs to record the event, please consult with the Mori Building Public Relations Office (Tel 03-6406-6606). Consult with a sales representative in advance even if you use, in other media, a photo taken to record your event.
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 Toranomon Hills. Please liaise with the venue administrator in advance.
5. Contacts for Event Inquiries  
At Toranomon 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.

**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 usage fee has not been paid by the prescribed date.

**Cancellations**

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

**Cancellation Fee**

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

\* Please note in advance that amounts, the Regulations for Use and other details, as well as useable areas, may change without notice as they affect the facilities.

**For inquiries on using the venue, contact**

Sales Planning Group, Town Management Department  
Mori Building Co., Ltd.  
Tel. 03-6406-6666

## Toranomon Hills Cafe Regulations for Use

### 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. We cannot accommodate tentative reservations.
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. After the event, please deposit the subsequent adjustment amount of money to the designated bank account. To be paid in the month following the event month.
6. Cancellations made after an application has been received will incur a separate predetermined cancellation fee.
7. The applicant shall bear any wire transfer fees associated with their payment.
8. The right to use the venue may not be transferred or lent to another party.
9. 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.
- The event is of a nature that creates competition with Mori Building Co., Ltd. or Toranomon Hills.
- The event impedes the business of Toranomon 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	Atago Police Station	03-3437-0110
Fire	Shiba Fire Station	03-3431-0119
Health Center	Minato Ward, Minato Health Center (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 (Teikei, Inc. / Tel 03-6233-2992 / Contact: Masaaki Mikami).

### 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. In the event that the grass is damaged, the user shall bear the expense for restoring it to its original condition.

### 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 / Tel 03-3354-4131 / Contact: Mr. Ishida)

### Other Precautions

1. When using this space, please note in advance that neither can we coordinate the competition between advertisers using Toranomon Hills and other facilities (with the exception of Oval Plaza) nor the nature of productions, their timing, etc.
2. Please note in advance that we may not be able to accept your application depending on the availability of the facilities in Toranomon Hills.
3. 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.

### Setup and Removal

Operating hours including the use of a freight elevator for loading and unloading are 23:00 – 6:00.

Please consult with us if a vehicle will be used for loading and unloading other than the cargo-handling/freight elevator.

\* Please contact the Distribution Center about the dimensions of the freight elevator.

### Loading and Unloading

1. Take the necessary precautions to avoid damaging or dirtying the facilities during loading and unloading.
2. 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.

3. You must go through procedures at the Distribution Center to use carts and other such equipment for loading and unloading.
4. In the case of damage to surfaces, etc. caused during loading or unloading, depending on the cause of the damage, you or the delivering company may be financially liable.

**Setup and Removal Precautions**

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2. 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.
3. We may refuse to allow the production of loud noises, foul odors, shaking, etc.
4. Please consult with the venue administrator concerning the delivery of heavy items.
5. We may instruct you to only use fully flameproof materials (bearing a flameproof label) for ornamentation or display (including floor carpets, etc.).
6. For the prevention of interference with the proper functioning of the sprinklers etc., decorations must be designed such that there is a clearance of 500mm between the top of any decorations and the ceiling.
7. Secure passage width of at least 2.5m in the space, and make sure that passage is accessible to at least two emergency exits.
8. 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.
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3. When unloading items from the venue, bring the permit sent back by the Distribution Center.
4. In order to avoid damage to the facility, you are responsible for organizing protection as required at user's responsibility.
5. Use of the logistics yard incurs a fee.

**Running your Event**

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