



## Roppongi Hills Arena

Introduction to Mori Building Facilities for Events and Advertising

Tokyo City View



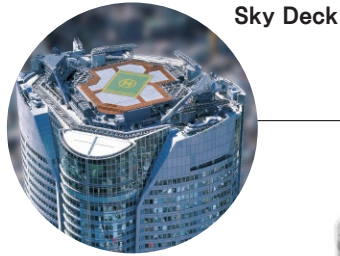
Mori Arts Center Gallery



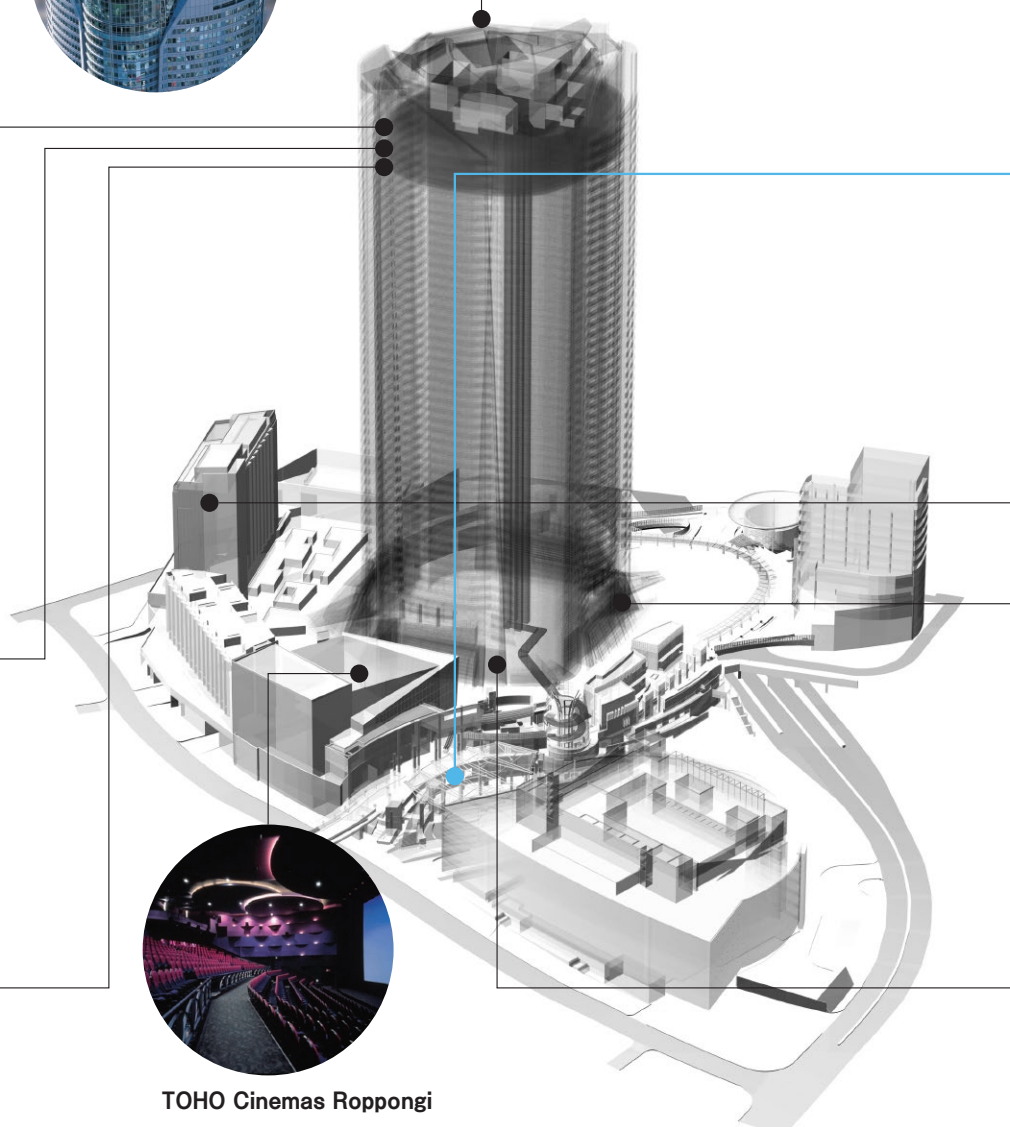
Roppongi Hills Club



Roppongi Academyhills



Sky Deck



Roppongi Hills Arena



Grand Hyatt Tokyo



Hills Café/Space



O-yane Plaza



TOHO Cinemas Roppongi



## Roppongi Hills Arena

**Following the renewal work, the entire floor surface is now flat.**

Situated in the heart of the complex, Roppongi Hills Arena is multi-purpose entertainment space sheltered by a giant retractable roof. Thanks to its open-air design, the Roppongi Hills Arena is able to host a wide variety of events ranging from live performances to red carpet events, and other performances making use of the entire venue.

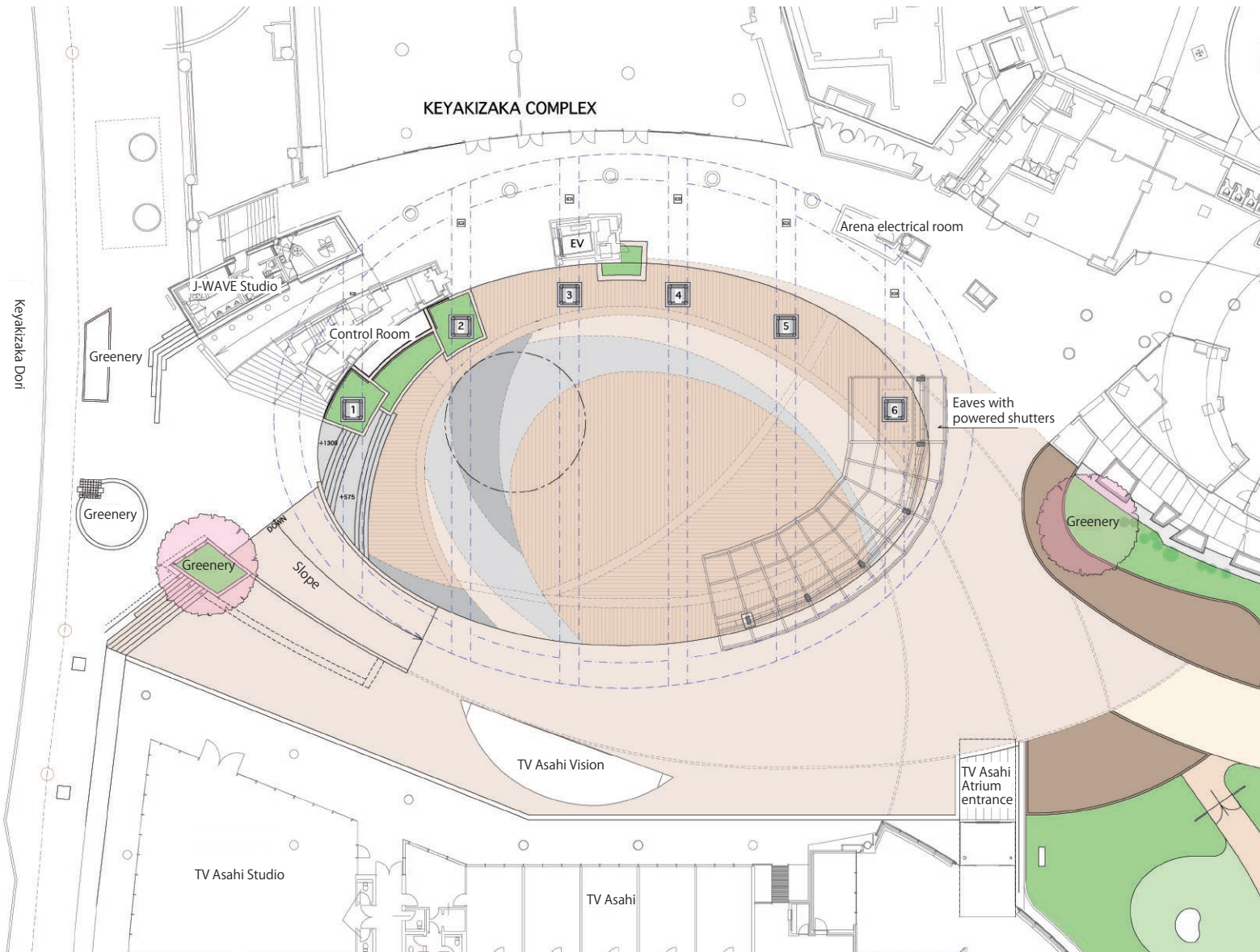
"Something is always happening!" "Stimulating encounters with every visit!" Conceived as a next-generation urban plaza, Roppongi Hills Arena presents the world with a constant stream of creative programs befitting its location in a town where new ideas flow without end. Roppongi Hills Arena is a multi-purpose plaza that can host a variety of activities. Concerts, performances, fashion shows, festivals, parties, receptions, exhibitions and sales promotion events are just some of the events that can be held at this venue. Its flexible space can accommodate an endless number of event types, and will stimulate creativity in productions and generate a wealth of ideas. Our hope is that it inspires one-of-a-kind events as an international stage open to the world.



Roppongi Hills Arena







**AREA & FACILITIES**

Capacity Seated: approx. 500  
 Standing: approx. 1,000

Area 1,120m<sup>2</sup>

Arena ellipse size 48m x 30m

Height Roof (highest point) 28m  
 Circular stage ceiling 12.10m  
 Eaves (tip) 7m

Hours 9:00~21:00

**Facilities**

Perimeter Fence H1,900xW2,000mm

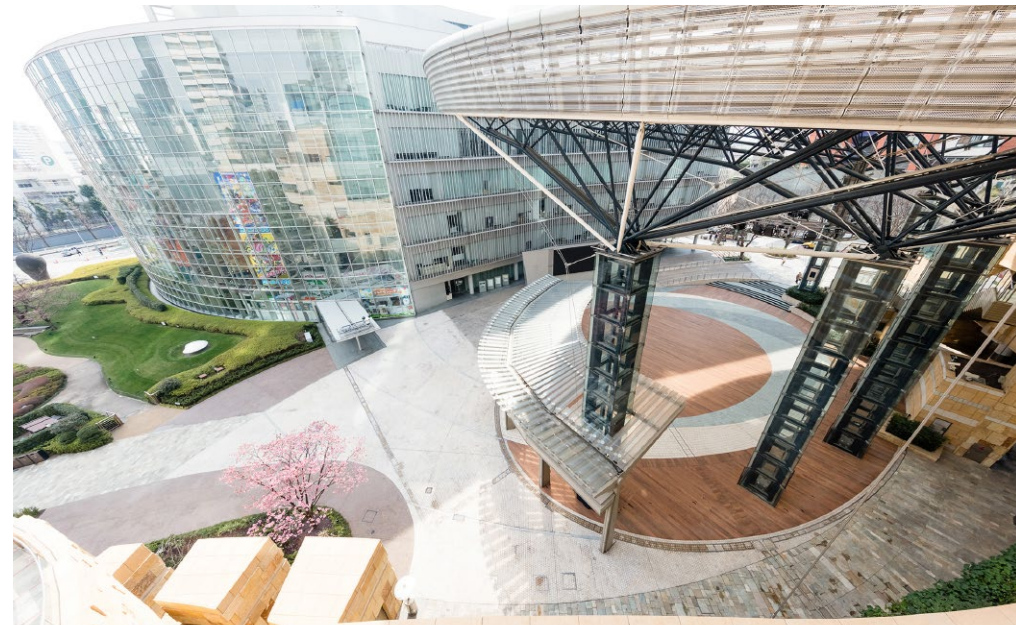
Seats: 400  
 H500xD500mm

"Garden Set" tables: 10  
 φ750xH700mm  
 (woodgrain-finish tops)

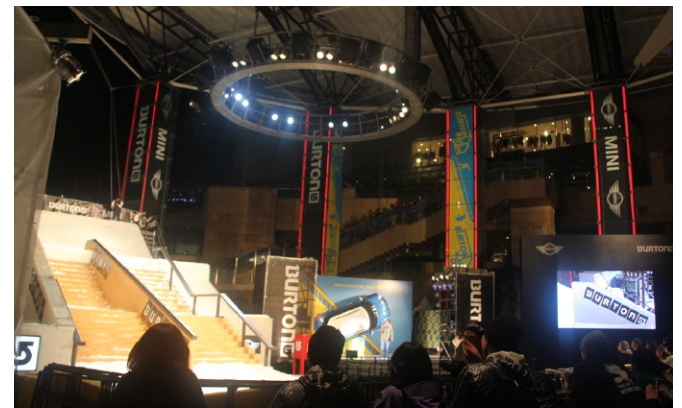
Special "Garden Set" seats: 80  
 H600xD600mm

CONTACT:  
 Roppongi Hills Arena  
 TEL : 03-6406-6611









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



● **Space price** (Basic hours of use: 9:00 am – 9:00 pm) Consumption tax will apply separately.

Details	Period of Use	Fee (tax excluded)	Notes
<b>Basic use charges</b>	Weekdays	¥2,000,000/day	* The above charges include basic lighting (full stage lighting) and a basic sound set (see appendix for details). Consumption tax will apply separately.
	Saturdays, Sundays, and Public Holidays	¥2,500,000/day	
<b>Charges for use on preparation and removal days</b>	Weekdays	¥1,000,000/day	* The maximum hours for which the facility may be used are 7:00 am – 11:00 pm. * Hours of use include time for preparations and cleaning up after the event.
	Saturdays, Sundays, and Public Holidays	¥1,250,000/day	
<b>Additional charges for use of the facility outside basic hours</b>		¥200,000/hour	* Additional charges for use of the facility outside basic hours apply when using the facility for an extended period of time, outside the basic hours of use.

● **Stage charges**

Details	Fee (tax excluded)	Notes	
<b>Optional charges</b> <small>(includes all setup, operation, and removal work)</small>	Perimeter fence	¥150,000/set	*1 This figure represents estimated maximum speed. Effective speeds will be lower depending on the header data required for data transmission and other factors.
	Colored cones	¥20,000/set	
	Network facilities (100 Mbps fiber-optic cables*1)	¥25,000/day	

● **Other**

Details	Fee (tax excluded)	Notes		
<b>Light equipment</b>	Cost of lighting equipment and materials	¥200,000/set		
	Airstream portable combined lighting/sound control booth	¥80,000/unit		
<b>Sound equipment</b>	Cost of sound equipment and materials	¥300,000/set	* The basic audio set is included in the facility use charges.	
<b>Light &amp; sound personnel expenses</b>	Operator charges	Sound/lighting staff (Chief)	¥48,000/person/day	¥4,800 per hour after 9 hours
		Sound/lighting staff (Sub chief)	¥43,000/person/day	¥4,300 per hour after 9 hours
		Sound/lighting staff (Assistants)	¥36,000/person/day	¥3,600 per hour after 9 hours
	Site supervision charges	Lighting supervision charges	¥30,000/day	
		Sound supervision charges	¥30,000/day	

\*The pricing above is valid as of April 2023, but as prices may fluctuate please consult with each individual vendor separately.

● Venue equipment list

Item name	Model number, etc.	Quantity	Notes
Outer fence			H1,900xW2,000 (Gray) * An additional eight wall surfaces are available for use on slopes.
Visitor seating		400	W500xD500

● Lighting equipment list

Item name	Model number, etc.	Quantity	Notes
Portable light control console (AVOLITES Pearl Expert - 60 presets)		1	
Portable light control unit	2kW x 12 circuits	2	
	3kW x 6 circuits	1	
Par light 64 (1kW)		36	
Cutter spotlight (Source Four 750W)	19°	6	
	26°	2	
	36°	4	
Lower horizon light (LHQ -200W4 color)		5	
Crank-type high stand (H1.48m – 2.5m)		2	
Temporary power supply			
Single phase, three-wire	100/200V 300A	2	
	100/200V 225A	2	
Three-phase, three-wire	200V 150A	2	

● Sound equipment list

Item name	Model number, etc.	Quantity	Notes
Mixer	YAMAHA CL5	1	
	YAMAHA CL1	1	
I/O racks	YAMAHA Rio3224-D	3	
	YAMAHA Rio1608-D	2	
Speakers	EAW KF730	10	
Subwoofers	EAW SB730	4	

Item name	Model number, etc.	Quantity	Notes
Standing monitor speakers	UPA-1P	4	
	FR129Z	4	
Floor monitor speakers	UM-1P	4	
	SM129Z	4	
	MW12	10	
Power amps	QSC PL380	6	
	PLD4.5	2	
CD	CDP-D11	2	
MD	MDS-E12	2	
MD CD	MD-CD1MKIII	2	
Handheld wireless microphones	SHURE ULXD2/B58 Z16	4	
Pin-type wireless microphones	SHURE ULXD1/Z16	4	* Up to four frequency bands available for simultaneous use
Dynamic microphones	BETA57A	14	
	SM-57	4	* In addition to the above, other equipment available.
	SM-58	8	
Condenser microphones	C414B-ULS	4	
	SM81-LC	4	
Direct boxes	TYPE-85	9	
Microphone stands	Boom stands ST-210	26	
	Mini boom stands ST-259	20	
LAN cable	DANTE CABLE	100m	4
		10m	4
		5m	4
Simple sound system list	Mixer	LS9-16	1
	EQ	GQ2015A	1
	Main speaker with stand	SX3000	4
	MD	MDS-E10/8	1
	CD	CDP-D11	1
	Amps	PC3500	1
	Wired microphones	SM58SE	2



**● Free equipment**

Item name	Quantity	Notes
Long tables for meeting use	12 tables	W1,800×D450×H700
Anteroom chairs	20 units	
Pipe chairs	20 units	
Full-length mirrors	4 units	
90-liter refrigerator	1 unit	
Electric water boilers	2 units	
Hanger racks	3 units	



Roppongi Hills Arena

Rules of Use



## Roppongi Hills Arena Detailed Usage Regulations

### Procedure from application to contract

- When making an application, please outline the purpose for which the venue is to be used and other relevant details. Please note that usage of the venue may be refused based on the intended purpose.
- Tentative bookings can be made for weekdays, weekends or public holidays. Maximum booking period is one week. Please note that some applications may be refused depending on circumstances.
- Please complete and submit the designated usage application form from Mori Building. When we have received your application, a contract can be concluded. The application may be canceled if we do not receive a response within 10 days of sending you the usage application form.

### Payment of venue usage fees

- Basic venue usage fees  
Two invoices will be sent for (1) a down payment (50% of venue usage fees), and (2) the remainder of the payment.  
(1) The down payment must be paid within 10 days of the contract date.  
(2) The remaining payment must be paid within seven bank working days before the usage date.  
\* All payments must be made by bank transfer.
- Calculation of miscellaneous costs  
Miscellaneous costs such as ancillary equipment usage fees and after-hours extension fees will be calculated on the final usage date, and must be paid within two weeks in accordance with the settlement invoice. Please note that bank transfer fees are borne by the user.
- Bank account  
Bank and branch name: Bank of Tokyo Mitsubishi UFJ, Furikomidaichi Branch  
Account No.: Checking 9500214  
Account Holder Name: Mori Biru (Ka)

### Cancelation of Applications

- A penalty will apply as specified separately if the scheduled usage is canceled at the request of the user after the contract has been concluded.
- Other actual costs arising at the time of the cancelation of the scheduled usage will be charged separately from the 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

- \* Ancillary equipment usage fees and technical fees (personnel fees etc.) are not included in the usage fees outlined above.
- \* Other actual costs arising at the time of cancelation of the scheduled usage will be charged separately from the penalty.
- \* Please consult with Mori Building if the event cannot be held due to weather conditions.

### Meetings prior to usage

- Once the usage contract has been finalized, please meet with the venue supervisor regarding the schedule, venue configuration, lighting, sound, construction plans, security plans and other factors.
- Please hold the final meeting at least 10 days prior to the usage date, submit the finalized construction drawings, preparation outlines and power-related drawings, and notify the relevant government agencies.

### Notifying relevant government agencies

- When holding an event at the venue, documents such as a Notification of Usage of a Property Subject to Fire Prevention, an Application for Approval to Cancel Prohibited Actions, and a Notification of Actions Feared to Obstruct Fire Prevention Activities, must be submitted. These forms are available from the Arena Administration Office. Please complete the necessary fields, affix your seal/signature and submit the forms to the fire department indicated below at least 10 days prior to the usage date.

Azabu Fire Station	03-3470-0119
Azabu Police Station	03-3479-0110

- If deemed necessary to ensure safety inside and outside the venue, notify the nearest police station (traffic division, security division) in advance and request cooperation.

- You may be required to notify the health center indicated below when holding events involving food and drink.

Minato Health Center, Minato Ward	03-3408-6146
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### Designated operators and on-site attendance

Lighting and sound operators have been designated to ensure safety management, so please feel free to contact us with your needs. Even if using external operators during the event, the designated operators must also be present on-site (see the separate fee schedule).

### Usage of the venue

- Management Responsibility
  - The responsibility for accidents arising during the usage period, whether caused by actions of the user, related parties, or visitors, rests entirely with the user. Please make every effort to prevent accidents.
  - It is the responsibility of the user to comply with the instructions of the operations administrator on security measures for the venue, and for carrying equipment in and out, and to hire the services of the designated security company or deploy staff charged with security, ensure orderly traffic and on-site activities, and strive to prevent theft, fires, accidents and other incidents.
- Disclaimers and Damages
  - Mori Building bears no responsibility whatsoever for theft, damage or any other accident occurring inside the facilities during the usage period.
  - The user is required to reimburse the corresponding actual costs of any damage to (or loss of) facilities, equipment or fixtures during the usage period.
- Restoration to original condition and cleaning management
  - The user is responsible for restoration of the used facilities to their original condition, and cleaning. After usage, the facilities will be inspected by Mori Building. Furthermore, if special cleaning is required in connection with the event, the user is required to work with the designated cleaning operator.
- Restrictions on usage
  - Usage of the venue will be refused in any of the following cases. Please note that even if the venue has already been booked or is being used, the booking will be canceled or usage suspended. Roppongi Hills Arena will not be liable for any damages incurred by the user as a result of such a cancelation or suspension.

- If the event is offensive to public order and morals.
- If the application form contains false information.
- If the event involves political or religious activities (however, this will not apply if Mori Building judges there are no particular issues).
- If related government agencies issue an order for cancelation of the event.
- If there is a risk of the building or facilities being damaged or deteriorating.
- If there is a possibility of the event creating confusion or posing a danger to visitors and the venue surroundings.
- If the event does not comply with the Usage Regulations or the instructions of the administrator.
- If it is found that the applicant or user represents anti-social elements including organized crime and other groups, or has ties with anti-social elements.

5. Other important considerations

- Rights to use the venue may not be transferred or subleased.
- The person responsible for the event must be permanently on site during the usage period.
- Notices, flyers and other promotional materials may only be distributed at the designated locations. Such distribution requires prior approval from the facility supervisor.
- Please refrain from smoking in places other than the designated smoking areas.
- When there is a risk of venue facilities or fixtures being damaged by equipment being brought into and out of the venue etc., please comply with the instructions of operations administrator and technical supervisor, and ensure that protective coverings are applied to floors and walls (expenses are the responsibility of the user).
- When setting up decorations or signs, please use an installation or construction able to withstand wind speeds of at least 35m/s. Please note that this is merely a rough guideline, and it is the responsibility of the organizer to act in accordance with the circumstances while considering safety.
- A noise restriction of 85dB is in effect in consideration of the immediate neighborhood. Please follow the instructions of the venue sound supervisor. Loud noise is generally not permitted after 8pm (this does not apply to multi-day events).
- The use of open flames as well as alcoholic products or solid fuels and other materials that may result in fire is prohibited.
- Prior to using the venue, verify the location of the fire hydrants and

fire extinguishers, the role of all staff members, and evacuation paths based on the Fire Fighting Activity Duty Allotment Table.

- After the event is finished, clean up the site and remove trash from the premises. Furthermore, any special cleaning required following the event will be charged separately to the user.
- These Regulations were established in September 2010. Please note that they are subject to change without notice.

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