



THE CORE
KITCHEN/SPACE

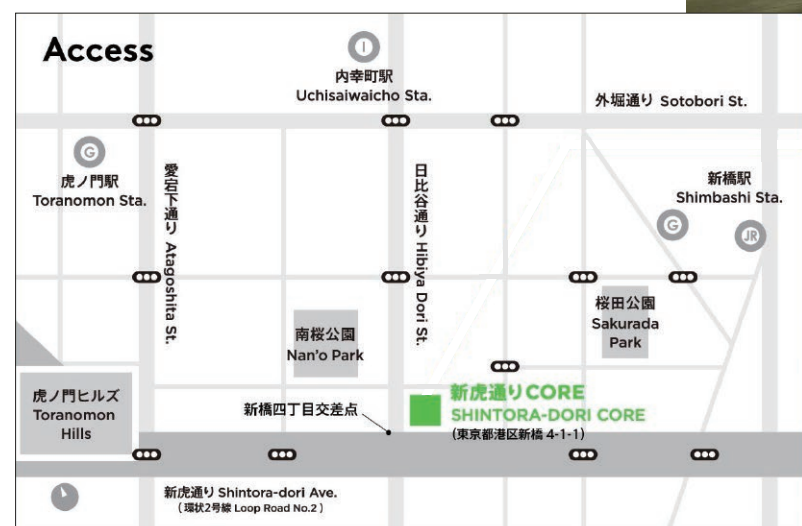
Introduction to Mori Building Facilities for events and advertising

THE CORE KITCHEN/SPACE

This is a cafe and dining facility and event space facing the wide sidewalks of Shintora-Dori Avenue (the street that is a new symbol of Tokyo and that connects Shimbashi and Toranomon).

We are aiming to be a creators' hub where companies and people in creative industries and startup companies come together, mingle, and create new ideas.

The broad expansive ceiling is 4.5m high and the windows are large and wide, providing much lighting. The main wall is a unique space with a huge mural painted by globally-active artist Hitotzuki. This facility is equipped with batons for ceiling hanging, picture rails, and other fittings for decorating freely, so it can be used for a broad range of gatherings such as public talks and panel sessions, product announcements, exhibitions, one-person exhibits, vehicle exhibits, small live performances, and more, with a focus on 'tie-up restaurants' utilizing the restaurant functions.



Access

- Toei Mita Line Uchisaiwaicho Station, about 5 minutes on foot from Exit A1
- JR, Tokyo Metro Ginza Line, Toei Asakusa Line, Yurikamome Shimbashi Station, about 6 minutes on foot from the Karasumoriguchi Exit
- Toei Mita Line Onarimon Station, about 7 minutes on foot from Exit A4
- Toei Oedo Line Yurikamome Shiodome Station, about 9 minutes on foot from Exit 7
- Tokyo Metro Ginza Line Toranomon Station, about 10 minutes on foot from Exit 1

Business hours 11:00–23:00

THE CORE KITCHEN/SPACE Features



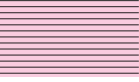
- The space enjoys a favorable location at the intersection of Shintora-Dori Avenue and Hibiya-Dori Street in Shimbashi and Toranomon, which is being reborn as a new international hub.
- The Shimbashi and Toranomon area has many office workers, allowing the space to target active workers both on duty and off.
- Equipped with ceiling hanging batons, picture rails, etc., the space also has a full array of equipment for freely decorating.
- The event space and the kitchen space can be separated with a sliding wall.
- The main wall is a unique space with a huge mural painted by globally-active artist Hitotzuki.
- Flexible operation is possible to enable tie-up restaurants that meet client needs. (Consultation required)
- Parties and catering can also be accommodated.



Effective floor area for events: approximately 200m²




 Fixed installations such as walls, stages, and display stands cannot be placed in this section, which is for cafe staff traffic.


 Fixed installations such as walls, stages, and display stands cannot be placed in this section, which is for emergency evacuation.



Event space



Kitchen space

Area • Facilities

Space
 Event space: approx. 200m²
 (including private room of approximately 15m²)
 Kitchen space: approx. 134m²

Ceiling height: 4.5m (4m in private room)

Seating:
 Seating for 96 in event space (including seating for 6 in private room)
 Seating for 12 in kitchen
 Standing capacity of about 150

Specifications
 Floor: Mortared tile
 Wall: Mural art

Floor load capacity: 500kg/m²

Basic hours: 8:00-23:00

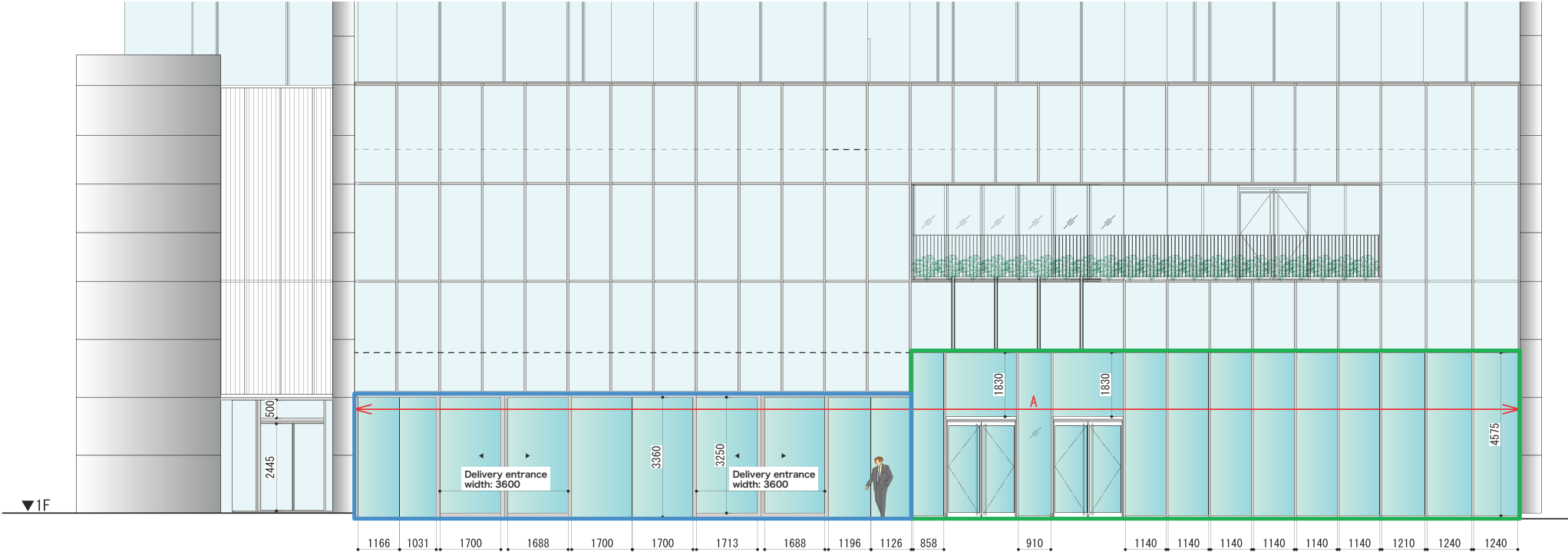
- Equipment
- BD/DVD recorder
 - Digital mixer 1
 - 4-channel power amps 2
 - 2-channel power amp 1
 - Laser projector
 - 150-inch screen (16:9) (7,200 lm, WU) 1
 - Main speakers 2
 - Speaker stands 2
 - Ceiling speaker 1
 - Digital wireless microphones(handheld) 2
 - Wired microphones 2
 - Microphone cables (10m) 2
 - Microphone stands 2
 - DJ mixer 1
 - CDJ 2
 - Monitor speakers 2
 - Headphones 1

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

Space Exterior Decoration

When using THE CORE KITCHEN/SPACE, the space exterior can also be decorated. Please use decoration for displaying the event title and for presenting the worldview of the event.

* Scenery guidelines
Limits exist under outdoor advertisement ordinances.



Details	Day of Use	Usage Hours	Fee (tax excluded)
Basic Fees	All days	8:00-23:00	¥400,000/day
<p>*Food and drink Use beyond the normal scope of restaurant operation will entail a separate fee. (Normal restaurant operations: This indicates the default business state of the Core Kitchen/Space when no event is being held.)</p>			
Fee for nighttime unloading and preparation	All days	23:00-8:00	¥100,000/time
<p>*Delivery to venue and preparations will start from 11:00 p.m. after customers have left and safety has been confirmed. *Delivery and removal from the road in front are until 5:00 a.m. the next day.</p>			
Fee for nighttime removal and loading	All days	23:00-8:00	¥100,000/time
<p>*Note that delivery and removal from the road in front are until 5:00 a.m. the next day.</p>			
Overtime extended fee	All days	23:00-8:00	¥30,000/hour
Special Usage fee (Event space) Full-day use for preparation and removal	All days	8:00-23:00	¥200,000/day
Compensation for business interruption	All days	When using the entire venue (event space + kitchen space)	¥400,000/day
<p>*A separate compensation for business interruption will be incurred, in accordance with the degree to which restaurant operation is stopped.</p>			

* The above fees are as of July 2022. Note that fees are subject to change without notice. For details, please contact the staff responsible for each space.

Options

Custom menu

THE CORE KITCHEN/SPACE can provide special menus requested by clients if the request is made by 3 weeks before the event.

Original Menu Development Fee	
Drinks	From ¥10,000/item
Sweets	From ¥20,000/item
Food	From ¥30,000/item

Party Catering

THE CORE KITCHEN/SPACE can provide catering during events. Please feel free to discuss number of guests, your budget, and other details with us.

Party Catering Fee	
Estimate provided separately	

Boxed meals for staff

Deli boxes can be prepared for staff. For conditions, please consult with staff in charge.

Other

Sales

Sale of products is possible. For conditions, please consult with staff in charge.

*The client is responsible for sales-related staff, cash registers, and product management.

Other equipment

At THE CORE KITCHEN/SPACE, furnishings, fixtures, acoustic equipment, lighting equipment, etc. used in events are brought in by users.

Custom menu images



*The above fees are as of July 2022. Note that fees are subject to change without notice. For details, please contact the staff responsible for each space.

● AV equipment and fixtures list

Item name	Model number	Quantity	Size (mm)
BD/DVD recorder	DMR-BRS530	1	
Digital mixer	ESP-1240	1	
4-channel power amp	PS604A	2	
2-channel power amp	PS602	1	
Projector [150-inch screen (16:9), 7,200 lm, WUXGA]	PT-RZ770JW	1	
Main speakers	F1PASSIVE	2	
Speaker stands	ST21300002B	2	
Ceiling speakers	DS40FW	1	
Digital wireless microphones (handheld)	ULXD2/SM58-JB	2	
Wired microphones	SM58SE	2	
Microphone cables (10 m)	EC10-B	2	
Microphone stands	ST-322B	2	
DJ mixer	DJM-450	1	
CDJ	CDJ-350	2	
Monitor speakers	S-DJ50X	2	
Headphones	HRM-7	1	
Assembly stage		12	W1000xD1000xH400

● Furnishings and fixtures list

Spaces	Item name	Quantity	Size (mm)
Private room	Table	1	W2100xD900xH750 (H720 x ceiling plate thickness H30)
	Chairs	6	W554xD538xH804 SH460
event space	Rectangular tables	12	W1700xD850xH750 (H720 x ceiling plate thickness H30)
	Square tables	21	W700xD700xH730 (H680 x ceiling plate thickness H30)
	Chairs: Soft edge chair oak wood frame	10	W545xD500xH785 SH470
	Chairs: Arm chair, dark brown	20	W424xD506xH807 SH456
	Chairs: Result chairs	12	W500xD560xH830 SH460
	Benches	24	W1500xD445xH450
kitchen space	High chairs	12	W430xD510xH910 SH700



THE CORE

KITCHEN/SPACE

Rules of Use

Rules for Use of THE CORE KITCHEN/SPACE

Hours of Use

Basic hours of use	8:00-23:00
Nighttime delivery and set-up time	23:00-8:00 *1
Nighttime take-down and removal time	23:00-8:00 a.m. *1
Extra time extended use	The time can be extended in units of hours. For information on fees, see Page 005.
Special hours of use	If required for set-up, preparation, etc., a preparation day can be set for a separate fee. See Page 005.

* Hours of use include preparation, tidying up, and all other time.
 * For information on use fees, see the venue use fees on Page 005.
 *1 Note that delivery and removal from the road in front are until 5:00 a.m. the next day.

Preliminary Meetings

1. Please hold a detailed meeting with staff in charge by 15 days before use of the venue to go over your schedule, program, venue set-up, equipment, etc.
2. If use involves artistic construction in the venue, please confirm construction diagrams, preparations diagram, electrical diagrams, etc. with staff in charge beforehand.
3. Use of the venue may be refused for some types of events. Please meet with staff in charge beforehand and go over your plans in detail.
4. The user may be responsible for any special security or cleaning required. Please discuss with staff in charge beforehand.

Cancellations

If the use is canceled by the applicant, please fill in the necessary items and submit the prescribed cancellation application form.

Cancellation 31 days or more before day of use	50% of venue fee listed in application form
Cancellation 30 days or less before day of use	Entire venue fee listed in application form

Cancellation after conclusion of agreement

After the agreement is concluded, in any of the following cases, approval for use may be canceled or use may be terminated, even during use of the facilities. The venue shall bear no responsibility whatsoever for any losses incurred by the user as a result of cancellation due to any of the reasons below.

1. The use application form contains false information.
2. Use of the facilities has become difficult due to disaster or other force majeure.
3. Use is recognized as falling under one of the items in the use restrictions above.
4. Work or an event has occurred at a location other than the location for which use was approved.
5. The user has not complied with rules for use of the venue.
6. The use fee was not paid by the prescribed date.

From application until conclusion of agreement and payment

1. When applying, indicate the purpose, details, etc. of the event.
2. Please understand that use may be refused because of the contents of the event.
3. There is no system for tentative reservations. Only applications for final reservations are accepted.
4. Please fill in the required items on the application form and submit it to staff in charge.
5. When the application is received, the reservation is final and the agreement is concluded.
6. Within 1 week after submitting your application, please deposit the reservation fee (50% of the basic use fee for the venue) to the bank account specified by the venue. Please deposit the remainder (50% of the basic use fee for the venue) by 1 week before the day of use.
7. For cancellations after receipt of the application form, the cancellation fee specified elsewhere will be charged.
8. For any extra time use fee or other such fee, an invoice will be issued after the use of the venue, based on the settlement bill. After receipt of this invoice, please deposit the amount to the specified bank account within one month.
9. Any bank transfer fees are the responsibility of the applicant.
10. Rights to use of the venue may not be assigned or subleased.
11. Failure to comply with items in the use rules may result in refusal of use, even during use of the facilities.

Use Restrictions

In the event that any of the following items applies, leasing of the venue may be refused. Even after the agreement has been concluded and during use of the venue, the agreement may be canceled, and use may be stopped. We will not be liable for any damages incurred by the user as a result of such cancellation.

- Use violates public order and morals.
- The application form contained false information.
- Use is related to political, religious, or similar activities.
- A stop order was issued by a concerned government agency, or guidance from such an agency would make carrying out the event difficult.
- Use may result in damage or deterioration to the building or facilities.
- Use may create confusion or pose a danger to visitors and the venue surroundings.
- Use does not comply with the Use Regulations or the instructions of the administrator.
- Use would cause discomfort to the public due to loud noise, bad smells, etc.
- Use may obstruct traffic on the road in front of the venue.
- Use would involve competition with Mori Building Co., Ltd. or the venue.
- Use may obstruct the business of tenants in the building.
- The applicant or user has been found to represent anti-social elements including criminal organizations or has ties to anti-social elements.
- Anything else that Mori Building Co., Ltd., judges to be inappropriate.

Notifications to Relevant Government Agencies

Depending on the details of the event, it may be necessary to report to and apply with relevant government agencies. For notifications and for use and planning prescribed by law or ordinance, the event holder is requested to perform notifications, etc. to government agencies concerning necessary items, by the specified time. When notifications, etc. have been made to a relevant government agency, submit a copy of the notification and application documents to the venue administrator.

Police	Atago Police Station	03-3437-0110
Fire Department	Shiba Fire Department	03-3431-0119

Health Center	Minato Ward Minato Health Center (Environmental Health Section)	03-5114-3009
Outdoor advertisements	Shintora-Dori Avenue Area Management (Minato Ward, Shiba District General Branch Office)	

Administrative Responsibility

Responsibility for accidents arising during the hours of use, 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 hire the services of a security company or deploy staff charged with security to ensure orderly traffic and on-site activities, and to strive to prevent theft, fires, accidents and other incidents. For security, please use the security company specified by the venue (All Japan Guard System 03-3836-0707).

Disclaimers and Damages

We bear no responsibility whatsoever for theft, damage, or any other accident occurring inside the facilities during the hours of use.

The user is required to reimburse the actual costs of any damage to or loss of facilities, equipment, or fixtures during the hours of use. (Restoration to original condition)

Recovery (restoration) to original condition and cleaning management

Recovery (restoration) to original condition and cleaning will be performed by the user. After the end of use of the venue, we will check its condition. If special cleaning is required in connection with the event, use the cleaning service operator designated by the venue. (Mentec Kanzai, Inc. 03-3437-6003)

Important Notes

1. Please understand that applications cannot be accepted in some cases due to the use of media, etc. within the venue.
2. Please give appropriate consideration to neighboring tenants if the event will involve noise, odors, queues, etc.

Set-up and Take-Down Regulations

Work hours, including delivery and removal, will generally be from 11:00 p.m. to 8:00 a.m.

Deliveries and removals using the road in front will be from 11:00 p.m. to 5:00 a.m.

Delivery and Removal

1. Take due care to avoid damage to the venue during delivery and removal.
2. If the traffic of deliveries and removal intersects with passersby traffic, we request that priority be given to passersby, that security staff be stationed at the prescribed positions, and that adequate attention be paid to safety.
3. All delivery and removal using carts, etc. requires procedures at the Shintora-Dori Avenue Core Security Control Center.

Precautions for Set-up and Take-down

1. The use of open flames, gas, electric heaters and the bringing in of hazardous material is prohibited by fire laws and ordinances.
2. In principle, direct work on the building using adhesive tape, nails, etc. and attachment of items to the ceiling, floor, walls, etc. are prohibited.
3. Content that results in noise, odors, vibration, etc. may be refused.
4. Ask the venue administrator about bringing in heavy objects.
5. For decorative and display materials (including floor carpets etc.), use only items that have been subject to flameproofing treatment (and are labeled as flameproof).
6. Keep the tops of decorative items at least 400 mm away from the ceiling surface.
7. Secure a passageway at least 2.5 meters wide in the space and connect the passageway directly to emergency exits in at least two directions.
8. Position exhibits and decorations to avoid interfering with sprinklers or other watering equipment.
9. Do not block any light switch, emergency opening, firefighting doors, suspended firewalls, smoke exhaust port opening equipment, fire alarms, distribution board switches, shutters and shutter boxes, etc. with decorations or displays.
10. For other regulations, comply with relevant laws and ordinances.

Work Notifications and Delivery and Removal Procedures

1. For set-up and take-down work, building entry procedures are required

for all workers, including operations staff.

2. Fill in the specified form for work notifications and submit it to the venue administrator. (Reception is until 6:00 p.m. three business days before the work day).
3. Please complete building entry reception at the Shintora-Dori Avenue Core Security Control Center before work on the day of work.
4. All workers must pass through the construction reception and must wear the building entry pass issued during building admission reception.

Operations

1. Operating Manual

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

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

2. Operation Staff

When the event is held, operations staff will wear the staff passes prepared for all event personnel. Submit a sample of the staff passes to the venue administrator beforehand.

3. Press

News coverage and shooting without the permission of Mori Building Co., Ltd., is prohibited. For shooting anything other than commemorative photographs and news coverage, consult with Mori Building Public Relations (Tel.: 03-6406-6606). When using commemorative photographs in other media, please consult with Mori Building Public Relations beforehand.

4. Participation of celebrities, VIPs, or other noted persons

Please submit a timetable of the event. For the sake of ensuring safety, operations plans may be changed and traffic within the venue may be restricted. Please discuss with the venue administrator beforehand.

5. Event inquiry desks

In principle, the venue does not handle inquiries concerning events. Please prepare an inquiry desk for your event.