



TORANOMON HILLS

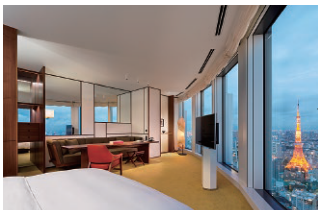
Toranomon Hills

Introduction to Mori Building Facilities for Events and Advertising

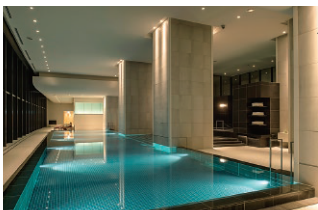
Toranomon Hills

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 6,000m² 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



Oval 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





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



Oval Cafe (Formerly: Toranomon Hills Cafe)

Oval Cafe is a full service cafe located adjacent to the main entrance of Toranomon Hills. All glass front through which sunlight pours, a compact but very comfortable, approx. 66m² 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 "Toranomon Hills" functions as a business hub, at the same time "Oval Cafe" functions as a community hub connecting the people there.

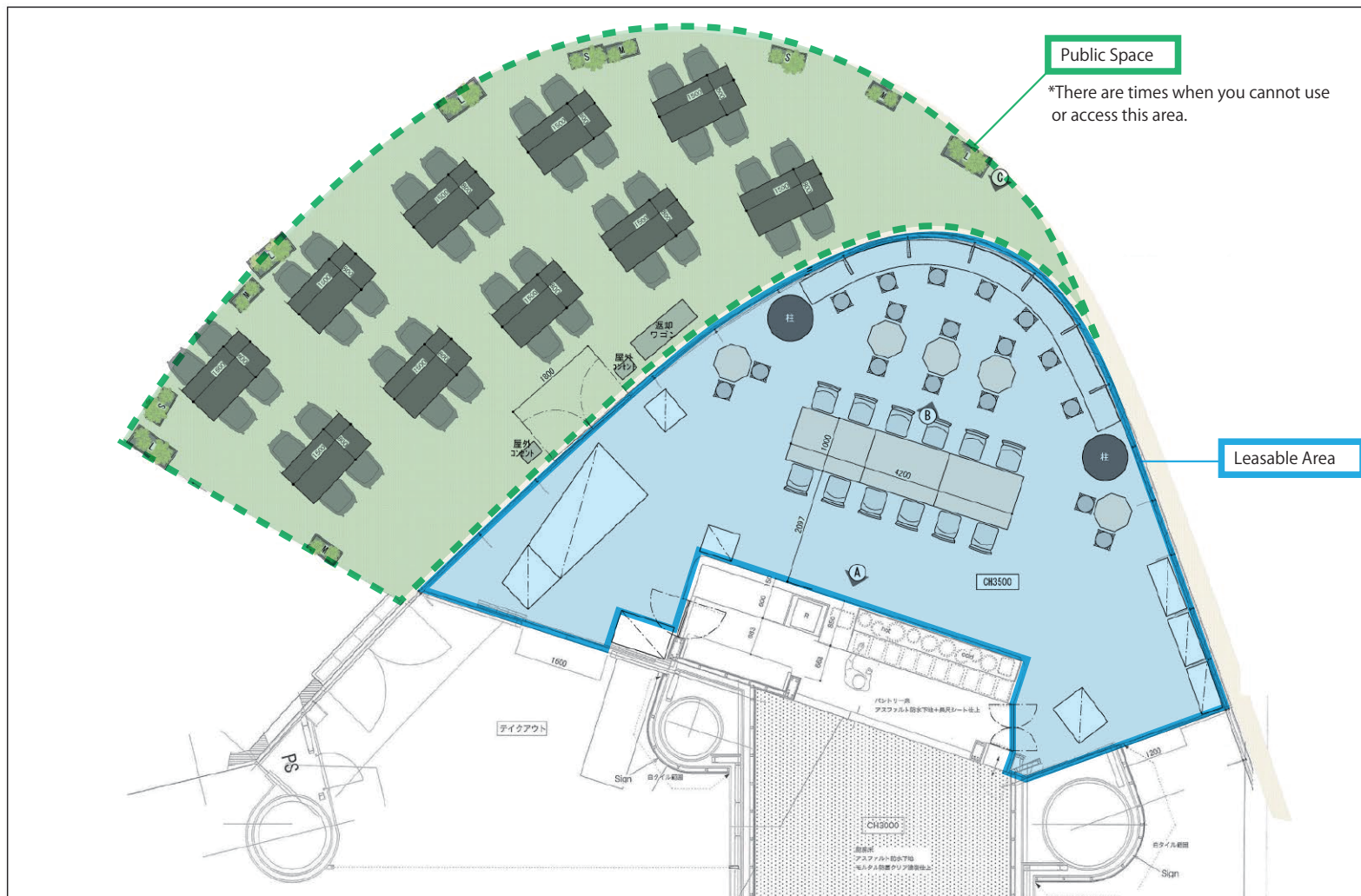
Oval Cafe







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.



Public Space

*There are times when you cannot use or access this area.

Leasable Area

Area • Facilities

Size: 71.4m² (Leasable space)

Ceiling height: 3.5m

Seating: Inside:27 Seats On the Terrace:40 Seats

Floor loading: 300kg/m²

Hours of Usage: 08:00-23:00

*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

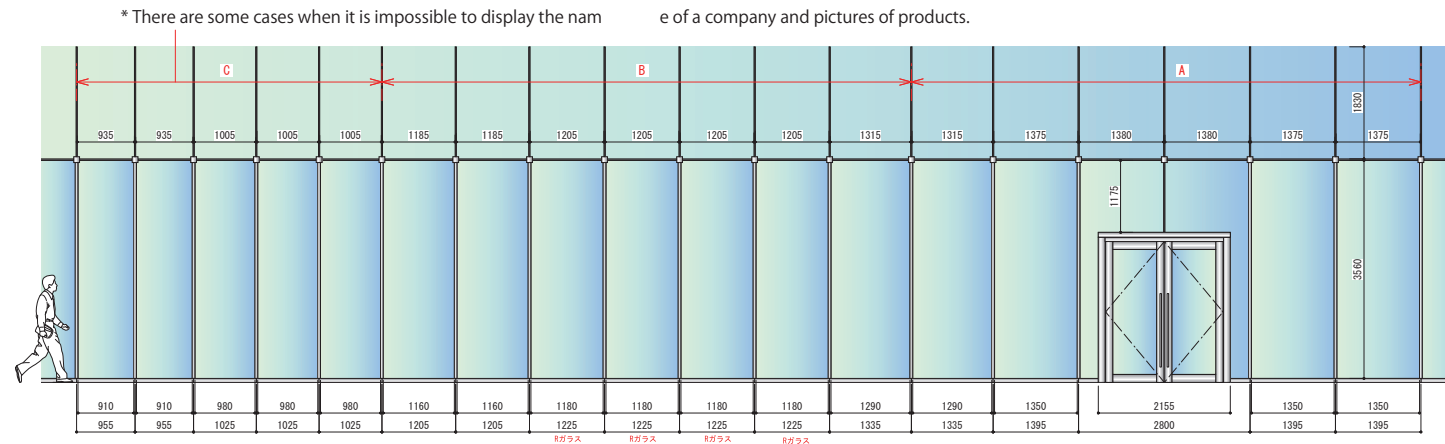
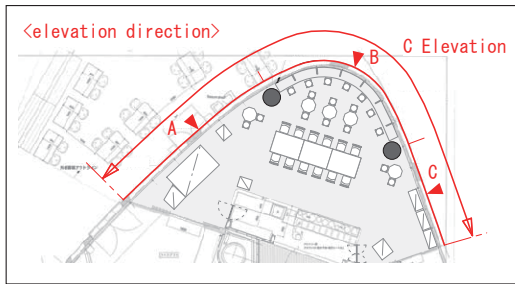
- It is expected that you will utilize the existing food and beverage options and operations.
- If their food and beverage functions are not used, an additional sales compensation charge will be incurred.
- Public spaces are not included in the rental fee. Please note that there are times when you cannot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

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

Exterior decoration of the café

When using Oval Cafe, it is possible to decorate the exterior of the café.

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



- * 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 café 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



● Audio Equipment List

| Item | No. | Notes |
|---|-----|-----------------------------------|
| Audio Mixer | 1 | |
| Ceiling Speaker | 4 | |
| Amp | 1 | |
| Processor | 1 | Already set/adjustment prohibited |
| Hand Microphone (wired) | 2 | |
| Handheld microphone (infrared wireless) | 2 | |
| Microphone stand (straight) | 2 | |
| Microphone stand (table top) | 2 | |
| Microphone Cable | 2 | 10m |
| wireless microphone charger | 1 | 2 Slots |

● Furniture List

| Item | Location | No. | Notes |
|--------|-------------|-----|-------|
| Tables | Low Table | 29 | |
| | High Table | 1 | |
| Chairs | Indoor Use | 18 | |
| | Outside Use | 40 | |
| | High Chair | 9 | |

● Video equipment list

| Item | No. | Notes |
|-----------------|-----|----------------------------|
| Projector | 1 | ※ET-DLE150 (Lens) attached |
| Screen | 1 | 100" 16:9 |
| BD/DVD Recorder | 1 | |
| Multi Switcher | 1 | |
| HDMI Cable | 1 | |

※会場レイアウトのご検討・ご提案時にご利用頂いたら幸いです。

※会場備品をご利用になる場合、事前にご数量をご確認ください。尚、ご利用当日の備品、不備不具合等にて利用可能な数量が変更になる場合がございます。予めご了承ください。

| 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 Unit, Town Management Department TEL: 03-6406-6666 |
| | Preparation/removal date usage fee Full-day use for preparation and removal | 8:00-21:00 ¥400,000/Day (tax not incl.) | |
| | Overtime extension fee | 6:00-8:00 21:00-23:00 ¥50,000/Hour (tax not incl.) | |
| <p>.....*This fee will arise in the case that preparation, event itself , and removal are not able to be done entirely within the leas ed 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. *Events producing sound should be held between 09:00 and 20:00. *We will coordinate with parties concerned with the Oval 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. *Slopes and cargo elevators are used for loading and unloading. Please observe the detailed rules for use and give due consideration to safety. *Due to heavy traffic from 8:00 to 10:00, 12:00 to 13:00, and 17:00 to 19:00, please avoid loading and unloading work as much as is feasible during these times Please take safety into consideration.</p> | | | |

| Facility | Detail | Fee(Example) |
|---|--|---|
| Oval Cafe | Event Space Basic Fee (Basic Usage Fee) | 8:00-23:00 ¥300,000/Day (tax not incl.) |
| | Preparation/removal date usage fee Full-day use for preparation and removal | 8:00-23:00 ¥150,000/Time (tax not incl.) |
| | Overtime extension fee | 23:00-8:00 ¥20,000/Hour (tax not incl.) |
| <p>.....*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.</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. *It is possible to create original menu as an option (Food: 30,000yen~/dish, Dessert: 20,000yen~/dish, Drink: 10,000yen~/drink *Events producing sound should be held between 09:00 and 20:00. *We will coordinate with parties concerned with the Oval 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. *Slopes and cargo elevators are used for loading and unloading. Please observe the detailed rules for use and give due consideration to safety. *Due to heavy traffic from 8:00 to 10:00, 12:00 to 13:00, and 17:00 to 19:00, please avoid loading and unloading work as much as is feasible during these times Please take safety into consideration.</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 Cafe 8:00-23:00 ¥1,000,000/Day (tax not incl.) |
| Oval Cafe | *Separate charges apply for extensions, set-up, removal, loadin g/unloading when using the Oval Cafe. | |

*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
0-minute walk from Toranomon Hills Station
 - 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.

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 3rd 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.

Slope usage rules

1. Security and guidance
Please have a security guard on duty when loading, unloading, and using the slope .
*For security guards, please contact the following:
(Teikei Co., Ltd. 03-3205-9011)
2. Regarding protection of the grating
If a vehicle will pass over the grating, please cover it.

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 befit the facilities.

For inquiries on using the venue, contact

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

Oval Cafe Regulations for Use

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.
- We cannot accommodate tentative reservations.
- 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. 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.
- Cancellations made after an application has been received will incur a separate predetermined cancellation fee.
- The applicant shall bear any wire transfer fees associated with their payment.
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- 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 Toranomom Hills.
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- Mori Building Co., Ltd. otherwise determines that the event is inappropriate.

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- Please note in advance that we may not be able to accept your application depending on the availability of the facilities in Toranomom Hills.
- 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.

Loading and Unloading

- Take the necessary precautions to avoid damaging or dirtying the facilities during loading and unloading.
- When lanes for loading and unloading overlap with lanes for visitor traffic, please give visitors priority. Also, please station security guards at designated locations and give thorough consideration to safety.
- You must go through procedures at the Distribution Center to use carts and other such equipment for loading and unloading.
- 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

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. 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.
9. With regard to other rules, please comply with relevant laws and regulations.

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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. 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

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
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1. Security and guidance
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*For security guards, please contact the following:
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2. Regarding protection of the grating
If a vehicle will pass over the grating, please cover it.

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 benefit the facilities.

For inquiries on using the venue, contact

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