



**Roppongi Hills Arena**

Facility guide

List of charges

## ROPPONGI HILLS ARENA

### Facility guide

#### From application through conclusion of contract

1. When applying to use the facility, please state clearly your purpose of use, details of use, and other matters. Note that in some cases use may not be permitted depending on the purpose of use.
2. While temporary holds on dates are accepted for any dates, including weekdays, weekends, and holidays, they will be held for only one week at most. In some situations we may not be able to accept a request for a temporary hold.
3. You will be considered to have decided to rent the facility and concluded a rental agreement at the point in time at which you have filled out the required information on the designated Application for Use sent from us and have submitted it.  
In some cases, failure to return the Application for Use within 10 days after it was sent will be considered to constitute cancellation of your request to use the facility.

#### Payment of charges for facility use

##### 1. Basic facility use charge

You will be sent two invoices: (1) the invoice for your deposit (50% of the facility use charge) and (2) the invoice for the remaining balance.

(1) Please pay your deposit within 10 days following the contract date.

(2) Please pay the balance no later than seven bank business days prior to the date of use.

Note: Pay the entire amounts of the above charges by bank transfer.

##### 2. Settlement of various expenses

Please pay various expenses such as charges for use of additional facilities and additional charges for use of the facility outside basic hours within two weeks following their calculation on the final day of use, as stated on the settlement invoice.

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Note: that the user is responsible for paying bank transfer fees.

### 3. Bank account

Bank/branch name: MUFG Bank, Ltd./ Furikomidaiichi Branch Account no.: 9500214  
(current accountt)

Account name: Mori Building Co., Ltd.

### Cancelling your application

1. Cancellation of use for the user's own reasons after concluding a rental contract will incur a penalty as described separately.
2. Aside from the penalty, the user also will be responsible for any actual costs that had arisen as of the time of cancellation.

### Meetings prior to use

1. After concluding your rental contract, meet with facility staff concerning matters such as time schedules, configuration of the venue, lighting, sound, and installation plans, and security plans.
2. By 10 days prior to the date of use, complete final meetings, submit final documents such as construction plans, setup diagrams, and electrical plans and submit notices to the relevant authorities.

### Notices to the relevant authorities

1. When holding an event, documents such as a notice of use of materials subject to fire-prevention requirements and an application for release from prohibition of activities are required. Application forms are available in the arena office. Fill out the required information, affix your official seal, and submit them, together with the final installation diagrams, to the fire station below no more than 10 days prior to the date of use.

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Azabu Fire Station: tel. 03-3470-0119

2. If it could be necessary to secure safety inside or outside the venue, contact the nearest police station (traffic department, security department) in advance to request cooperation.

Azabu Police Station: tel. 03-3479-0110

3. When holding an event involving consumption of food and beverages, notice to the public health center may be required.

Minato Public Health Center: tel.03-3408-6146

### Designated contractors and presence of observers

For safety purposes, specific lighting and sound contractors are specified. Please use the specified contractors. Even when using outside contractors, the presence of the specified contractors as observers is required. (See the separate List of Charges.)

### Using the facility

#### 1. Management responsibility

Note that the user shall bear responsibility for any and all accidents occurring during use, not just those due to the acts of the user itself but those due to acts of related vendors or attendees as well. For this reason, users are requested to take every precaution to prevent accidents.

Users are requested to make efforts to organize traffic and keep the interior of the venue organized and to prevent theft, fire, accidents, and other incidents, taking responsibility for contracting with a security guard company or assigning security personnel for security of the venue and of delivery and removal of articles.

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### 2. Exemption and damages

The arena shall not be liable for any accidents, including theft and damage, occurring in the facility during use.

Users shall be responsible for paying the actual cost of loss or damages to facilities, equipment, fixtures, or other property during use.

### 3. Restoration to original conditions and management of cleaning

The user shall carry out restoration of facilities used to their original conditions and cleaning, and the Arena shall inspect such matters upon the end of use of the facility. When special cleaning is required in connection with holding an event, use our designated vendors.

### 4. Restrictions on use

Rental of the facility will be refused in the following cases. In addition, even after reservations have been made or while the facility is in use reservations may be cancelled or use suspended. The arena shall not be liable for any damages to the user arising as a result.

- Use in violation of public order and acceptable social standards
- Providing false information on the Application for Use
- Use related to political, religious, or similar activities (However, this does not apply to cases judged by the arena not to present any particular problems.)
- When suspension has been ordered by the relevant authorities
- When there are concerns that the building or facilities would suffer loss or damage
- When an event could cause disorder to or endanger visitors or the vicinity of the venue
- Use not in accordance with the Facility Guide or management instructions
- When it has been determined that the applicant or user qualifies as an antisocial force, including organized crime, or is related to antisocial forces

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### 5. Other cautions

- Rights to use the facility may not be transferred or sublet.
- A person with responsibility must be present inside the venue at all times during use.
- Post advertisements and distribute pamphlets and other materials only in designated locations. Obtain the approval of facility personnel in advance.
- Please refrain from smoking in other than designated locations.
- Install and set up structures and signs in ways capable of withstanding winds of up to 35 meters/second. However, note that the above figure is only a rough target, and the event organizer is asked to take responsibility for safe design in accordance with the circumstances.
- Noise restrictions apply to the arena out of consideration for its neighbors. For this reason, be sure to comply with the instructions of arena sound personnel and do not make noise after 8:00 pm.
- Prior to use, check the locations of fire hydrants and fire extinguishers, the roles of each staff member, and evacuation routes based on the fire-fighting duties list.
- The user is asked to clean up and remove any waste following completion of use. If any special cleaning is required, the user will be asked to pay the cleaning costs separately.

Note: This Facility Guide was prepared in September 2010 and is subject to change without notice.

### **Space price**

#### Basic use charges

Weekdays: ¥2,000,000/day

Saturdays, Sundays, and holidays: ¥2,500,000/day

Notes: The above charges include basic lighting (full stage lighting) and a basic sound set (see appendix for details). Consumption tax will apply separately.

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### Charges for use on preparation and removal days

Weekdays: ¥1,000,000/day

Saturdays, Sundays, and holidays: ¥1,250,000/day

Consumption tax will apply separately.

### Basic hours of use: 9:00 am – 9:00 pm

### Additional charges for use of the facility outside basic hours: ¥200,000/hour

Notes:

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.

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.

Consumption tax will apply separately.

### Cancellation charges

Cancellation no later than 31 days prior to the date of use: 50% of use charges

Cancellation 30 or fewer days prior to the date of use: total amount of use charges

Charges for use of additional facilities and technical charges (such as labor charges) are not included in the use charges above.

Actual costs arising as of the time of cancellation of use will apply separately from the cancellation penalty.

Please consult with the arena if your event cannot be held for unavoidable reasons related to weather conditions.

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### Stage charges

#### Charges

Perimeter fence: ¥150,000/set

Color cones: ¥20,000/set

Network facilities: 100 Mbps fiber-optic cables\*<sup>1</sup> ¥25,000/day

\*<sup>1</sup> This figure represents estimated maximum speed. Effective speeds will be lower depending on the header data required for data transmission and other factors.

\* Consumption tax will apply separately.

#### Facility specifications

Perimeter fence (H 1,900 \* W 2,000 [grey])

Eight wall surface boards are available for each ramp.

Guest seating (W 500 \* D 500): 400 seats

Note: Contact arena management office staff for details.

#### Light equipment & prices

Cost of lighting equipment and materials: ¥200,000/set

Airstream portable combined lighting/sound control booth (1 unit): ¥80,000

#### List of equipment

Portable light control panel (AVOLITES Pearl Expert [60 presets]): 1 unit

Portable light control units (12 2-kW circuits): 4 units (3 kW \* 6 circuits): 1 unit

Moving lights (PC Turbo 700 ): 10 units

Parlights (1 kWN): 36 units

Cutter spotlights (Source Four, 750 W) 19°: 6 units 26°: 2 units 36°: 4 units



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Lower cycloramas (LHQ-200 W four-color): 5 units

Crank elevated stands (H: 1.48 - 2.5 m): 2 units

Temporary power supplies

Single phase: 3 lines; 100/200V 300A: 3; 100/200V 225A: 2

Three phase: 3 lines; 200V 150A: 2

Notes: Consumption tax will apply separately. Contact arena management office staff for details.

### **Sound equipment & prices**

Cost of sound equipment and materials: ¥300,000/set

#### List of equipment

Control panel YAMAHA CL5 : 1 unit YAMAHA CL1 : 1 unit

I/O Rack YAMAHA Rio3224-D:3 units YAMAHA Rio1608-D:2 units

Speakers EAW KF730: 10

Subwoofers EAW SB730: 4 units

Side monitor speakers UPA-1: 4 units FR129Z: 4 units

Floor monitor speakers UM-1P: 4 units SM129Z: 4 units MW12: 4 units

Powered amplifiers QSC PL380: 6 units PLD4.5: 2 units

CD deck CDP-D11 : 2 units

MiniDisc deck MDS-E12 : 2 units

MiniDisc deck and CD deck MD-CD1MK : 2 units

Handheld wireless microphones SHURE ULZD2/58B Z16: 4 units

Note: Up to four signals can be used at the same time

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Pin wireless microphones SHURE ULXD1/Z16: 4 units

Note: Up to four signals can be used at the same time

Dynamic microphones BETA57A : 14 units

SM-57 : 4 units

SM-58SE :8 units

others

Condenser microphones SM81-LC: 4 units

C414-ULS:4 units

DI units TYPE-85 : 9 units

Microphone stands boom ST-210 : 26 units

Microphone stands mini-boom ST-259 : 20 units

LAN cables(DANTE CABLE 100 m,4units 10m,4units 5m,4units

List of content of basic audio set

Mixer LS9-16: 1 unit

Equalizer GQ2015A: 1 unit

Main speakers with stands SX3000: 4 units

MiniDisc deck MDS-E10/8: 1 unit

CD deck CDP-D11 : 1 unit

Amplifier PC3500 : 1 unit

Wired microphones SM58SE : 2 units

Notes: Consumption tax will apply separately.

The basic audio set is included in the facility use charges.

Contact arena management office staff for details.

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### **Light & sound personnel expenses**

#### Operator charges

Sound/lighting staff (team): ¥40,000/person/day

Sound/lighting staff (assistants): ¥30,000/person/day

#### Site supervision charges

Lighting supervision charges: ¥30,000/day

Sound supervision charges: ¥30,000/day

Consumption tax will apply separately.

### **Free equipment**

Long tables for meeting use (W1,800 × D450 × H700): 12 tables

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

Contact arena management office staff for details.



Roppongi Hills Arena  
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<http://www.roppongihills.com/jp/arena/>