

Terms and Conditions
for
Banquet/Conference Rooms, Seminar Rooms and Lecture Hall

Contracts for banquet/conference/seminar events and related agreements between The International House of Japan, Inc. ("I-House") and members/clients ("users") are subject to these terms and conditions. However, users will comply with any separate contracts signed with the I-House. And the I-House reserves the right to change a part/all of these regulations and the tariff, without any notification in advance.

1. RESTRICTIONS UPON USE

Since the I-House facilities are being operated for the purpose of promoting cultural exchange and intellectual cooperation between the peoples of Japan and those of other countries, a few restrictions apply. Its facilities may not be used for the following occasions:

- (1) Exhibitions which are to be held mainly for purposes of sale or other profit-making activities
- (2) Political party meetings, and other political activities
- (3) Propagation of religion or worship
- (4) Gatherings of minors
- (5) Any other meetings which are deemed inappropriate by the I-House

2. RESTRICTIONS UPON BOOKING

The following restrictions apply for the booking of banquet/conference rooms, seminar rooms and lecture hall:

- (1) For weekday use by individual and corporate members of the I-House, booking requests are accepted from twelve months in advance of the date of the event.
- (2) For weekday use by users other than the above, booking requests are accepted from six months in advance of the date of the event.
- (3) For the use of banquet/conference rooms on weekends and holidays, booking requests are accepted from three months in advance of the date of the event.

3. USE OF SPACES AND ADDITIONAL CHARGES

The use of spaces should be completed within a specified period of time which was agreed in advance with the I-House banquet staff, and it includes the preparation and removal. The designated room charges are to be paid for the contracted period, and also for the time overrun if any. However, requests for extension cannot always be accepted, depending on the availability of the relevant spaces.

4. PAYMENT IN ADVANCE

Users may be required to pay the estimated amount in advance within a designated period.

5. PAYMENT

Payment is to be made, in advance, in cash or by bank transfer. In addition, payment in cash or by credit cards designated by the I-House on the date of use is also possible. Payment after the occasion is in principle not accepted.

6. CONFIRMATION OF GUARANTEED PERSONS

Users shall inform the I-House of the final number of guaranteed attendees by the morning on 2 days prior to the event. All preparations will be finalized by then, and after that full charges shall be paid even if the number of guaranteed attendees decreases.

7. FEES RELATED TO CANCELLATION / CHANGE OF DATE AND ROOMS

When the contracted banquet venue is cancelled, or the date or room is altered, a cancellation charge in addition to actual expenses shall be paid as follows:

From 30 days to 15 days prior to the event day:

30% of the room charges plus actual costs*

From 14 days to 3 days prior to the event day:

50% of the room charges and food plus actual costs*

From 2 days prior to the event day and the preceding day:

50% of the room charges and food plus actual costs*

On the event day:

100% of the room charges and food plus actual costs*

* Actual costs refers to any costs incurred by the hotel or subcontractors, related to sign boards, printed matters, equipment, personnel, etc.

8. ARRANGEMENT FOR DECORATIONS, ENTERTAINMENT, ETC.

Decorations, sound, music, receptionists, or presents for the event are to be arranged by appointed agents of the I-House. Advance notice for authorization is requested when using agents who are not appointed by the I-House. And it is not acceptable to use musical instruments and equipment, such as electric guitars, brass instruments, percussion instruments, etc. which would cause loud noise exceeding an acceptable range managed by the facilities' soundproofing and shake-proofing.

9. VENDORS TO BE USED BY DIRECT CONTRACT

To protect the property of the I-House, all arrangements for the event by agents who are not appointed by the I-House including the transportation of equipment and materials for decoration and entertainment, and the method and place of installing signboards and panels shall be instructed by the I-House.

* With regard to the Articles 8 and 9, the same is applied when users themselves make the arrangements.

10. LIABILITIES

In the event of any damage being caused to the I-House facilities and property by the user, participants and/or vendors by direct contract, the user who signed the contract of the event will be required to repair such damaged articles or to pay the cost to fully replace them.

11. PROHIBITED MATTERS

The following are prohibited at the I-House.

- (1) Bringing dogs (except for dogs recognized by the Law Concerning Assistance Dogs for the Disabled), cats, birds and any other animals or pets
- (2) Bringing explosive or flammable articles
- (3) Bringing articles with offensive odors
- (4) Actions contrary to law and public order, and behavior causing any inconvenience to other users.
- (5) Transportation of articles of the I-House
- (6) Using the venue for purposes other than those agreed at the time of reservation
- (7) Behavior prohibited by the laws and regulations of Japan

12. CANCELLATION

The I-House reserves the right to decline a request for contract when users including guests to attend the event violate these regulations or there is a possibility for such violation. The I-House also reserves the right to cancel the contract for such violation.

The I-House reserves the right to cancel the contract when the advanced payment is not paid by the deadline and to claim the relevant cancellation fee and charges. And no compensation will be paid by the I-House at the time of such cancellation.

13. EXCLUSION OF ANTI SOCIAL FORCES AND ANY ACTIONS CONTRARY TO PUBLIC ORDER

- (1) Any organized crime group and members of an organized crime group stipulated under the Act on Prevention of Unjust Acts by Organized Crime Group Members (enforced on March 1, 1992) are not able to use the facilities of the I-House. (Even after the contract is made, the I-House refuses the use of its facilities, when the I-House becomes aware of such facts.)
- (2) Any organized anti-social group and members of an organized anti-social group are not able to use the facilities of the I-House. (Even after the contract is made, the I-House refuses the use of its facilities, when the I-House becomes aware of such facts.)
- (3) The I-House refuses the use of its facilities immediately when it becomes aware of any violence, threat, intimidating actions, overbearing unreasonable demand or similar actions done by users. And the I-House refuses the use of its facilities by users who have done other equivalent actions in the past.
- (4) The I-House refuses the use of its facilities immediately when any users are deemed to have difficulties in ensuring his/her own security by losing control of himself/herself having drugs and alcohol etc. and/or deemed to have possibilities to cause any danger, fear, or sense of unease to other users.
- (5) Any damages and losses caused to the I-House by items (1) to (4) above shall be borne by the relevant persons.