

## **Terms and Conditions for the Use of Banquet Rooms and Seminar Rooms**

The International House of Japan (“I-House”) has established the following terms and conditions (“Terms and Conditions”) for the use of its banquet rooms, lecture hall, and seminar rooms (“Facilities”). Users of the Facilities are requested to adhere to these Terms and Conditions.

Please note that the content of the Terms and Conditions and usage fees are subject to change without prior notice.

The Terms and Conditions do not apply to programs sponsored or co-sponsored by I-House.

### **Article 1 (Restrictions on Use)**

The Facilities are operated to promote international cultural exchange, and use of the Facilities for the following purposes are restricted.

- (1) Exhibitions, sales events, paid seminars, and other events targeting large numbers of unspecified persons where money is earned from the use of the Facilities.
- (2) Meetings of political parties or whose main purpose is political in nature.
- (3) Missionary activities and worship services.
- (4) Events for minors.
- (5) Other events or meetings deemed inappropriate by I-House.

### **Article 2 (Making Reservations)**

#### (1) Weekdays

I-House members: Reservations may be made from the first weekday of the month 12 months before the desired date of use.

Nonmembers: Reservations may be made from the first weekday of the month 3 months before the desired date of use.

#### (2) Saturdays, Sundays, and Holidays

Reservations may be made from the first weekday of the month 3 months before the desired date of use.

Note: Tentative reservations are accepted but will be held only for a period of one week. If no confirmation is made following the one-week period, the reservation will be cancelled.

### **Article 3 (Hours of Use and Additional Fees)**

The Facilities are available for use from 9:00 to 21:00. Please use the venue within the time agreed upon in advance with the I-House staff, including setup and cleanup. An additional fee will be charged in case use exceeds the contracted time.

There may be cases when requests for time extensions cannot be accommodated if the venue is booked by another user.

Note: Entry is permitted one hour earlier than the contracted time for the banquet room, 30 minutes earlier for the lecture hall, and 15 minutes earlier for the seminar room.

#### **Article 4 (Payment)**

- (1) Invoice payment may be accepted for domestic corporate members and individual members residing in Japan.
- (2) Invoice payment is not available, in principle, for overseas corporate members and individual members residing overseas.
- (3) Non-members should either pay the amount of the estimate in advance by bank transfer or make the payment on the day of the event in cash or by a credit card designated by I-House.

#### **Article 5 (Final Confirmation of Number of Attendees)**

The final number of persons for whom food, etc., is to be prepared (“number of paying attendees”) should, in principle, be communicated to the I-House staff in charge by the morning two days before the event. The full amount will be charged for any reductions in the number of paying attendees after this deadline.

#### **Article 6 (Cancellation Policy)**

In the event that a reservation is cancelled or rescheduled, the following cancellation fees will apply. A separate cancellation policy may be established by the I-House staff in charge.

**Cancellation Fee** (Number of days calculated from the date of cancellation request; the same shall apply for reductions in the number of rooms or change in schedule.)

<I-House members >

- Banquet rooms and lecture hall: From 30 days before event date
- Seminar rooms: From 14 days before event date

<Non-members >

- Banquet rooms and lecture hall: From 60 days before event date
- Seminar rooms: From 30 days before event date

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|-------------------------------------|--|
| (1) 60 to 31 days before event date | 10% of room charge                                   |
| (2) 30 to 15 days before event date | 30% of room charge + total actual expenses           |
| (3) 14 to 3 days before event date  | 50% of food and room charges + total actual expenses |
| (4) 2 and 1 day before event date   | 80% of food and room charges + total actual expenses |
| (5) On the day of the event         | Full food and room charges + total actual expenses   |

Note: “Total actual expenses” include the cost of creating or arranging for signs, printed materials, equipment, emcee, etc.

#### **Article 7 (Room Decorations, Audio-Visual Equipment, etc.)**

Flowers, decorations, audio-visual equipment, etc., for banquets, conferences, etc., should be arranged via companies designated by I-House. The use of other businesses should first be cleared with I-House. A separate fee may be charged for such arrangements.

The use of drums, amplifiers, brass instruments, and other loud instruments/equipment is not permitted as it may inconvenience I-House guests and neighbors.

### **Article 8 (Parking)**

Fees for the use of the I-House parking lot are as follows. Please note that the parking lot is not under I-House management, and parking space cannot, in principle, be reserved in advance.

(1) Members: Free for up to 3 hours, 500 yen per 30 minutes thereafter, up to 2,000 yen per day (for corporate members, this rate applies to one representative only).

(2) Non-members: Free for up to 2 hours, 500 yen per 30 minutes thereafter for seminar room and lecture hall users; free for up to 3 hours, 500 yen for every 30 minutes thereafter for banquet room users.

### **Article 9 (Compensation for Damage, etc.)**

In the event that the user (including all members of the user's party) or a business directly arranged by the user causes damage or loss to I-House facilities, fixtures, equipment, etc., the user agrees to compensate I-House for any such damage or loss.

### **Article 10 (Disclaimer)**

In the event of any of the following, neither the user nor I-House shall be liable:

- If it becomes impossible or extremely difficult to hold a scheduled event because of damage to the venue, etc., caused by reasons beyond the control of either the user or I-House, such as acts of God, fire, conflict, and exercise of public authority.

### **Article 11 (Prohibited Activities)**

The following acts are prohibited in the use of the Facilities.

- (1) Bringing in of dogs, cats, birds, or other animals (excluding guide dogs, hearing dogs, and service dogs)
- (2) Bringing in of flammable or combustible materials, hazardous materials, or materials that emit a foul or noxious odor, or any other materials whose possession is prohibited by law.
- (3) Actions in violation of the law or of public order and morals, as well as criminal acts.
- (4) Acts that disadvantage, damage, discomfort, or annoy other users.
- (5) The moving of the Facilities' equipment.
- (6) Use of I-House venues, fixtures, equipment, etc., for purposes other than those cited at the time of reservation.
- (7) Bringing in of food and beverages.
- (8) Photographing or filming of other users or posting of such images on social media without consent.
- (9) Any other activities deemed inappropriate by I-House.

### **Article 12 (Cancellation of Contract)**

In the event that the user or a member of the user's party attending a banquet or conference violates or threatens to violate these Terms and Conditions, I-House reserves the right to refuse the reservation for a banquet or conference, etc., or to cancel any contract already in force.

In addition, in the event that I-House has asked for advance payment or deposit for a banquet or

conference and the payment is not received by the due date, the reservation may be cancelled, and the amount equivalent to the cancellation fee may be charged. If a reservation is cancelled in accordance with this article, I-House shall not be liable for any damages resulting from the cancellation.

**Article 13 (Use by Organized Crime Groups and Members of Such Groups, and Other Uses Contrary to the Public Order)**

- (1) The use of the Facilities by designated organized crime groups or members of such groups, as defined in the Act on Prevention of Unjust Acts by Organized Crime Group Members of March 1, 1992, and subsequent amendments, is prohibited. (Use by such groups or group members shall be denied upon discovery of such a fact if a reservation has already been made or use has already begun.)
- (2) Antisocial groups and members of antisocial groups (organized crime and extremist groups, etc., and members of such groups) are prohibited from using the Facilities. (Use by such groups or group members shall be denied upon discovery of such a fact if a reservation has already been made or use has already begun.)
- (3) In the event there is evidence of violence, coercion, extortion, unreasonable demands made in an intimidating manner, or similar acts, the use of the Facilities will be immediately denied. Use will also be denied to those who have committed similar acts in the past.
- (4) Use will be immediately denied if it is deemed that a person is unable to ensure his/her own safety due to mental or physical weakness, lacks self-control due to the use of drugs, alcohol, etc., or is deemed to be a source of danger, fear, or anxiety for other guests.
- (5) In the event that I-House sustains damage as a result of any of the above items (1) through (4), I-House shall seek reasonable compensation.

Effective as of April 1, 2023