

Space Rental Charges

Basic charge	
Weekdays:	¥1,000,000/day
Saturdays, Sundays, and national holidays:	¥1,200,000/day

Basic period of use:	10:00 to 22:00
Night-time preparation charge:	50% of the basic charge (23:00 to 10:00 on the following day)
Overtime charge:	10% of the basic charge (per hour)

- * The period of use includes time spent on preparation and cleanup.
- * The basic operation hours of the facility are 11:00 to 24:00 (23:00 on Sundays). Please note that some of the facility's service functions and floors are unavailable beyond basic operation hours.
- * The period of use needs to be determined when closing a contract.
- * The elevator to carry materials in and out cannot be used from 10:00 to 11:00
- * Please notice that elevators are crowded between 21:00 and 22:00.
- * Security fee is charged for carrying materials in and out after 25:00 (24:00 on Sundays).

Cancellation charges	
Canceling 61 or more days prior to the reserved day of use:	25% of the rental charge
Canceling 16 to 60 days prior to the reserved day of use:	50% of the rental charge
Canceling 15 days prior to the reserved day of use or closer:	Full amount of the rental charge

- * The rental charges above do not include charges for equipment , technical fees, or labor charges.

Technicians' rates

Lighting technicians' rate:	¥30,000/day (10 hours)
Audio technicians' rate:	¥30,000/day (10 hours)
Video technicians' rate:	¥30,000/day (10 hours)

- * If technicians' attendance on one day exceeds 10 hours, ¥3,000/hour is charged.
- * For attendance between 23:00 and 7:00 the following day, ¥50,000 is added to the basic charge.

Equipment Prices

Lighting Price

[Package price]

Lighting Package A	¥50,000
Base lighting, spot lighting for wiring ducts, up to 12 pieces of lighting equipment except for optional equipment	
Lighting Package B	¥100,000
Base lighting, spot lighting for wiring ducts, up to 80 pieces of lighting equipment except for optional equipment	
Lighting Package C	¥200,000
All lighting equipment except for optional equipment	

* All Package prices above include fees for light dimmers

◆ Equipment included in the package

■ Source Four 436 500 w lens 36°	20A C-type	40 units
Interchangeable lens 26° for the above		20 pcs.
Interchangeable lens 50° for the above		20 pcs.
Iris for the above		20 pcs.
GOBO holder for the above		40 pcs.
Sheet frame for the above, black		40 pcs.
■ 1 kw Fresnel	20 A C-type sheet size: 6 inch	60 units
Sheet frame for the above, black		60 pcs.
■ 500 w Fresnel	20 A C-type sheet size: 6 inch	40 units
Sheet frame for the above, black		40 pcs.
■ Source Four PAR black 500 w	20A C-type	50 units
Sheet frame for the above, black		50 pcs.
Lens for the above (W)		50 pcs.
Lens for the above (M)		50 pcs.
Lens for the above (N)		50 pcs.
Lens for the above (VN)		50 pcs.
■ Upper horizontal light, white, 4-circuit	20A C-type	12 units
	* 85 w/unit x 12	
	(temporal equipment 6 units x 2 lines)	
■ Lower horizontal light, white, 4-circuit	20A C-type	12 units
	* 85 w/unit x 12	
■ Spot lighting for wiring ducts 65 w, white		40 units
Reflector 20° for the above		30 pcs.
Reflector 40° for the above		10 pcs.
Spot lighting for wiring ducts 100 w, white		25 units

◆ Optional equipment / unit prices

■ Active Vision AV-5 5200ANSI Lumen	100 V 700 w parallel plug	
	2 units	¥140,000
■ 1 kw XENON PIN	2 units	¥10,000

* Unit prices are charged per unit per day.

* Equipment is half price when used only for rehearsal.

However, full amount of electricity consumption is charged for carried-in equipment.
(No charge on days for preparation only.)

Equipment Prices

Audio equipment

[Package price]

Audio package A	¥30,000
Line array speaker (4 units), wired microphone (2 units), CD or MD player for background music (1 unit)	
* CD or MD player is operated by the user.	
Audio package B	¥100,000
* All equipment on the audio equipment list is available	

[Audio equipment list]

Digital mixer	YAMAHA DM2000 Ver2	1 unit
Digital mixing engine	YAMAHA DME64N	1 unit
Line array speaker	RADIA&TAGUCHI Pro-1.9 (special model)	4 units
Sub woofer for the above	MEYER M1D-sub with a built-in power amp	4 units
CD player	TASCAM CD-01U	2 units
MD recorder	TASCAM MD-350	3 units
Dynamic microphone A	SHURE SM57-LCE	4 units
Dynamic microphone B	SHURE SM58-LCE	2 units
Dynamic microphone C	SHURE SM58S	1 unit
HD/CD recorder	YAMAHA CDR-HD1500	2 units
Tabletop capacitor microphone	audio-technica ES915/H	2 units
Handheld wireless microphone	audio-technica ATM-T94A	4 units
Necktie pin-type wireless microphone	audio-technica ATM-T93A	4 units
Direct box	BSS AR-133	8 units
Tabletop microphone stand	K&M ST233	4 units
Boom-type microphone stand	K&M ST210/2B	4 units
Mini boom-type microphone stand	K&M ST259B	4 units
Straight-type microphone stand	ULTIMATE MC97	8 units

◆ Optional audio equipment / price per unit

High-power speaker	MEYER CQ-1 with a built-in power amp	2 units	¥15,000
High-power speaker	MEYER CQ-2 with a built-in power amp	2 units	¥15,000
Movable speaker	JBL SRX-712M	4 units	¥3,000
Audio mixing console	MIDAS VENICE 240	1 unit	¥5,000
Multi processor	dbx DriveRack 260	1 unit	¥1,500
Multi-effect processor	YAMAHA SPX-2000	1 unit	¥1,500

- * Unit prices are charged per unit per day..
- * Equipment is half price when used only for rehearsal.
However, full amount of electricity consumption is charged for carried-in equipment.
(No charge on days for preparation only.)
- * On user's request, operator service is provided by a contractor specified by Space O.
(Separate charge)
- * Clear-Com, microphone cables, speaker cables, and multi-cables are included in package and no extra charges are applied.

Video Equipment

[Package price]

Video package A	¥200,000
Basic package * see below For details	

DLP video projector	Panasonic TH-DW7000	1 unit
Screen	220 inch (16:9)	1 unit
S-VHS/mini DV recorder player	Victor SR-VS30	2 units
DVD player	ONKYO DV-L55	1 unit
* When using screen only of each instrument: ¥20,000		

Video package B	¥300,000
Video package A + extra equipment (5.1 digital surround system specifications)	

Surround processor	Lexicon MC-4	1 unit
Sub woofer for surround	MEYER	1 set

- * Equipment is half price when used only for rehearsal.
However, full amount of electricity consumption is charged for carried-in equipment.
(No charge on days for preparation only.)
- * No charges for preparation and removal during night-time .
- * On user's request, operator service is provided by a contractor specified by Space O .
Video setting fee is charged. (Separate charge)

Other Equipment

[Other equipment list] / price per unit

Reception counter (silver)	W2000 x D750 x H1000	2 units	¥10,000
Podium (silver)	W750 x D500 x H1100	1 unit	¥5,000
Portable stage	W2400 x D1200 x H450/600/750	12 units	¥5,000
Exclusive-use phone	03-3497-0360, 0362 (2 lines)		call charge only
Network equipment	Constant connection at 100 Mbps*	1 set	¥3,000

* For use in a special way, consult us.

* Unit prices are charged per unit per day.

◆ **Carried-in equipment power consumption rates**

General power supply	100 V	1 kw	¥500
Special power supply	200 V	1 kw	¥500

* Equipment is half price when used only for rehearsal.

However, full amount of electricity consumption is charged for carried-in equipment.
(No charge on days for preparation only.)

◆ **Free equipment (included in space rental charge)**

Riser (stage cover, velveteen gray)	W9660 x H450/600/750	2 pcs.
Step (4-step)	W900 x D1200 x H600	3 units
Step (2-step)	W900 x D600 x H300	3 units
Stepladder (low)	H1500	2 units
Stepladder (medium)	H2100	2 units
Stepladder (high)	H3500	2 units
Dolly (small)	W910 x D600	2 units
Dolly (large)	W1200 x D750	2 units
Wide table (gray)	W1800 x D450 x H700	20 units
Chair (black)	W500 x D500 x H780 (seat height 440)	400 units
Signing stand, panel size: A3	H1114	7 units
White board	W1800 x H900 (H1850 including legs)	2 units
Hanger rack (large)	W1200 x H1600 *15 hangers each	2 units
Hanger rack (small)	W900 x H1600 *15 hangers each	2 units
Full-length mirror	W410 x H1220 (H1520 including legs)	5 units
Garbage box (silver)	dia. 300 x H600	6 pcs.
Umbrella stand (for 24 umbrellas)	W2000 x D750 x H1000	4 units
Rental phone		2 units
Belt partition (silver)	Belt W1900 max.	30 units
Wide table for anteroom	W1800 x D450 x H700	8 units
Chair for anteroom		30 units
Partition panel for anteroom	W3000 x H1800	2 units

* Charges do not include consumption tax.

Rules and Regulations

Steps from Application to Closing a Contract

1. Describe the purpose of use and content of the proposed event when applying to use the rental space.
Please note that the application may be rejected according to the purpose of use and content of the proposed event.
2. Provisional application is accepted 90 days prior to the date of use. Fill in necessary items on the "Provisional Application Form."
The rental space can be provisionally reserved for up to one week after the submission of the Provisional Application Form.
3. An application form for using the space will be sent. Fill in the necessary items and submit.
When we accept the form, the use of the space will be determined and the contract will be closed.

Period of use

- * Period of use includes all time required for the event including preparation and cleaning.
 - * The basic operation hours of the facility are 11:00 to 24:00 (stores are closed at 20:00 and restaurants at 23:00 on Sundays). Please note that some of the facility's service functions and floors are unavailable beyond basic operation hours.
1. Basic period of use
12 hours 10:00 to 22:00
 2. Night-time preparation
The rental space may be used at night for preparation and removal of materials.
11 hours from 23:00 to 10:00 on the following day
 3. Overtime use
When overtime use is necessary, the space can be used in units of one hour. In such cases, permission from the person in charge is necessary.

Payment of charges for the rental space and others

1. Space rental charge
Two bills are sent; one for 1. subscription deposit (50% of the basic charge and night-time preparation charge) and another one for 2. balance.
1) Subscription deposit shall be paid within 15 days after the bill is issued.
2) The balance shall be paid within seven bank operating days prior to the reserved day of use.
 2. Settlement of expenses
Expenses such as equipment charges and overtime charges are calculated and a settlement bill is sent. The payment shall be done within 15 days after the bill is issued.
- * All payments shall be done by bank transfer. Users are responsible for bank transfer charges.

[Bank accounts]

	Bank	Branch	Account Type	Account No.	Name
1	Mizuho Corporate Bank	Jugogo (No. 15)	Checking account	0139338	Mori Building Co., Ltd.
2	Mitsui Sumitomo Bank	Nadeshiko		2116338	
3	Bank of Tokyo-Mitsubishi UFJ	Furikomi Daiichi (Transfer No.1)		9500338	

Cancellation procedure and charges

To cancel a reservation to use the rental space after closing a contract, fill in the necessary items on the specified cancellation form and submit it.

The cancellation charges described below will be applied.

1. Canceling 61 or more days prior to the reserved day of use: 25% of the rental charge
 2. Canceling 16 to 60 days prior to the reserved day of use: 50% of the rental charge
 3. Canceling 15 days prior to the reserved day of use or closer: Full amount of the rental charge
- The user shall be responsible for actual expenses caused by the time of cancellation, in addition to the cancellation charge.

Meetings before the use

1. After closing a contract, please have a meeting with the person in charge concerning details of the proposed event, time schedule, space structure, lighting, audio, video, and construction plans.
2. Please have the final meeting 15 days or more before the reserved day of use and submit the final construction drawings, preparation drawings, electric diagrams, and other necessary drawings.

Notification to related agencies

1. To hold an event, application to hold an event and other documents need to be submitted. Application forms are available at the Space O office. Fill in necessary items, place a seal, and submit the form, final construction drawings (floor plan view, cubic diagram), and time schedule to the fire department described below at least ten days before the reserved day of use. (* Make sure to have the documents checked by Space O administration staff prior to the submission to the fire department.)

Fire Prevention Section, Fire Prevention Division, Shibuya Fire Station: 03-3464-0119

- If security is deemed to be necessary for the safety inside and outside the space, contact the closest police office (transportation section, security section) beforehand and request their help.

Harajuku Police Station: 03-3408-0110

- To hold an event that provides foods and drinks, contact the local health center and carry out the necessary procedures.

Shibuya Public Health Center: 03-3463-1211

- Consult related agencies according to the content of the proposed event and carry out necessary procedures.

Specified Contractors and Their Observance

Use specified lighting, audio, and video contractors for reliable safety management and smooth equipment operation.

In the case of using other contractors, observation of the specified contractor is necessary. (For technicians' rates, see the price lists.)

Notes for Use

- Management responsibilities

Users shall be responsible for all accidents caused by themselves, related contractors, and visitors. Take all possible measures to prevent accidents.

Users shall be responsible for the safety of the space and security in carrying materials in and out. Hire a security company or allocate security staff to take measures to control traffic and crowds and prevent theft, fires, and accidents.

- Exemption of liability and compensation for damage

The space shall assume no responsibility whatsoever for any accidents that occur in the facility during the use such as theft and property damage.

The user is responsible for the entire cost of damage to the facility or any of its equipment.

- Restitution and cleaning

Users shall be responsible for recovery and cleaning of the facility. The space staff will inspect the space after the use.

When special cleaning is necessary for an event, use a specified contractor.

- Use Limitation

Rental of the space is refused if any of the following circumstances apply. If any of them are applicable to the proposed event, the contract may be canceled even after it has been closed or the use of the space may be stopped even during the event. The space assumes no responsibility whatsoever for damages to the user as a result of such cases.

- Events that offend public order and morals
- False description of an event on the application form
- Events related to political or religious activities
- Order from a related agency to stop the event
- Events that may damage or destroy the building and facility
- Events that may cause confusion or danger to people in surrounding areas and the city
- The user does not follow facility rules and regulations or the manager's instructions

- Other notes

- Users may not transfer or sublease their rights to use the space.
- The person in charge of the event must stay in the space during the reserved period of use.
- Smoking is prohibited except in specified areas.
- There are regulations related to stores in the facility regarding sound volume and other matters that must be taken into consideration. Follow the facility staff's directions.
- Prior to use, check the location of fire hydrants and extinguishers, responsibilities of each staff, and evacuation routes based on the space administration plan.
- After the event is over, clean the space and remove all garbage. If special cleaning is necessary, the user will be charged for additional cleaning fees.
- Persons related to the event are required to follow the rules in the facility.

- Carrying in and out materials

- There is only limited use of parking lots and elevators for carrying in and out materials.
- Do not park cars or leave materials in areas other than designated areas when carrying materials in and out. Do not enter prohibited areas or areas other than the designated routes to carry in and out materials.
- Maximum size of vehicles that can enter to carry materials in and out: H 2,900 mm, W 2,500 mm, L 6,000 mm
- Elevators for people and cargo are used for carrying materials in and out. Be sure to protect the inside of elevators and necessary areas.

[Elevator size] (Unit: mm)

Name		Height	Width	Depth	Maximum Load	The door between the parking lot on B4 and the elevator hall: H 2,100 mm x W 970 mm
L1 Elevator	Entrance	2,100	900	1,520	600 kg	
	Cage	2,350	1,050			
L2 Elevator	Entrance	2,100	1,000	2,450	2,000 kg	
	Cage	2,500	1,700			

* These rules and regulations were established in May 2007. They are subject to change without notice.