

Usage Guide of Nihonbashi Hall in Nihonbashi Takashimaya Mitsui Building

- For using the hall, please make an application after confirming the following details and terms of use.
- Please note that usage guide is subject to change without warning.
- For matters not conforming to this usage guide, the estimate/application or bill shall take precedence.

1. Hall summary

- Location
Nihonbashi Takashimaya Mitsui Building 9F
- Address
2-5-1, Nihonbashi, Chuo-ku, 103-0022, Tokyo
- Scale
Halls 1+2: 308 m²
Hall 1: 198 m²
Hall 2: 110 m²
- Facility operating hours
9:00-21:00 (Excluding year end period, facility inspection days, etc.)
- Reservation reception hours
9:00-17:00 (Mon.-Fri.)
- Contact for inquiries
Phone: +81-3-6281-9493
E-mail: nihonbashihall-info@mfbm.co.jp
- Other
Eating and drinking allowed. (A catering company will be introduced.)



Directly connected with Nihonbashi station on the Tokyo Metro Ginza Line, Tozai Line, and Toei Subway Asakusa Line.
5-minute walk from Tokyo Station on JR lines

2. Usage fees

List of fees (tax, etc. not included)

Venue	Area (m ²)	Ceiling height (m)	Capacity (people)	All day			9 : 00 ~ 21 : 00 (Room Rental Fee)			Overtime Room Fee	Overtime Staff Cost	
				Class room	Theatre	Standing buffet	Facility Management Fee (per day)	5hours	5~10hours	11 hours 12hours	Hourly	Hourly
Halls 1+2	308	5.0	165	238	150	50,000	353,000	62,000/h ×Hours of Use	640,000	90,000		
Hall 1	198	5.0	90	136	100	50,000	230,000	40,000/h ×Hours of Use	410,000	60,000	10,000	30,000
Hall 2	110	5.0	42	64	50	50,000	130,000	23,000/h ×Hours of Use	240,000	35,000		

3. Reservation methods

-Reservation reception period

- Halls 1+2 :From the start of reception hours on the day exactly one year before the starting date of use
- Using hall 1 or 2 individually :From the start of reception hours on the day exactly 6 months before the starting date of use
- * The following business day when the starting date of reception falls on a weekend or holiday. However, this shall not apply in cases in which this facility has provided special approval.

-Usage hours

- Reservations are available for a minimum of 5 hours between 9:00 and 21:00.
 - Please note that bookings must start on the hour (e.g., 10:00–15:00). Reservations such as 10:30–15:30 or 10:15–15:15 are not permitted.
 - A 30% discount on the venue rental fee is available for the setup day. (Applicable for one day per event, from 9:00 to 21:00.)
 - The above fees include the initial layout setup fee.
 - If you wish to extend your usage on the event day, an additional hourly fee will be charged. Please contact us for further details.
 - The above rates are valid as of April 2025 and are subject to change without prior notice.
- Thank you for your understanding.

-Reservation methods

- Please inquire with us regarding availability by phone or email and check the details with a representative before making a tentative reservation.
- Tentative reservations are valid for a period of 1 week. Please sign, seal, and submit by e-mail the designated "Application for Use" within 1 week after your tentative reservation is accepted. When submitting the "Application for Use," we will confirm your company name, department name, your name, the address, the phone number, and the billing address.
- The reservation is formally complete when our facility issues a "Letter of Approval of Use."

-Layout changes

Layout changes are free of charge. Please discuss this with the facility staff after your reservation is formally accepted. Furthermore, layout details must be finalized no later than 14 days prior to the date of use. Requests later than 14 days prior or conversion work during hosting may require a fee.

-Food and drink

- Eating and drinking is allowed in the hall.
- Catering can only be provided by caterers designated by our company. We will refer you to said caterers, so please inquire with the facility staff. Furthermore, orders for catering will be made directly from you to the caterers.
- Any garbage resulting from catering arrangements should be taken away during usage hours by the caterers or yourselves.
- In the rare case of food poisoning, contamination, or other issues arising due to the food provided by the caterers, our facility can take no responsibility.

-Advance holding of items

- Please inquire with the facility staff regarding holding items for you prior to usage.
If shipping items in advance, please be sure to write your "company name, date of start of use, and hall name."
- In the rare case that held items are lost or damaged, please understand that this facility can take no responsibility.

-Advance preparations/planning

We will issue a "reservation check sheet" once the venue layouts, equipment and facilities, and ancillary services, and other usage details have been finalized, so please sign and return it.

4. Billing

-Prior to use

- Please send the usage fees for halls by bank transfer prior to use.
- We will issue a bill after your reservation has been finalized, so please transfer the payment into the bank account designated by our facility no later than 1 week prior to the planned date of use.
- If payment cannot be confirmed by the designated deadline, your application shall be considered cancelled.

-After use

When additional hall fees, personnel costs, or costs of other arrangements are incurred, we will bill you after use, so please make payment by the last day of the month following the month said bill is issued.

*Bank transfer fees shall be borne by the user.

*We will send the bill to the address specified on the "reservation check sheet".

*For billing after use, if payment cannot be confirmed by the deadline, we will charge interest at a rate equivalent to an 18.25 annual interest rate as a lateness fee applied to the unpaid amount.

5. Cancellation after formal reservation

-Cancellation methods

Please contact us via email for cancellations. We will subsequently send you a cancellation confirmation form.

-Cancellation fees for hall use (including fees for extended use)

We charge the following cancellation fees.

-From the time of formal reservation up to the end of reception hours on the day before the 60th day before the starting date of use
:30% of the planned usage fee

-From 59 days prior to the planned starting date of use up to the end of reception hours on the day before the 30th day before the starting date of use

:50% of the planned usage fee

-From 29 days before the planned starting date of use

:100% of planned usage fee

*If changes in the number of reserved days or rooms result in a decrease in the cost compared to the estimate, said difference shall be subject to a cancellation fee.

*Regarding cancellation fees before usage fees have been remitted, we will issue a bill after said cancellation has been finalized, so please make payment by the last day of the month following the month said bill is issued.

*Regarding cancellation fees after usage fees have been remitted, we will return the remainder of the usage fee by subtracting the cancellation fee after said cancellation has been finalized.

-Cancellation of catering arrangements, etc.

Cancellation fees may be charged depending on details.

-Cancellation of incidental equipment

Cancellation fees will not be charged.

6. Notes of Consideration

-Payment methods

Please note that our facility does not accept any payments by cash or credit.

-Entering and leaving the rooms

-Please enter and leave the rooms within the reserved hours.

-If we cannot confirm that you have left within your reserved hours, please note that you may be charged an extended use fee.

-Smoking space

All rooms in our facility are non-smoking. Please use the public smoking space on the 9th floor.

-Room changes after formal reservation

We cannot as a general rule accept room changes after formal reservation.

However, please inquire with us on a case by case basis regarding changes to increase the space used beyond that of the formal reservation.

-Damage or contamination of rooms/equipment

Damage to or contamination of the rooms or equipment may result in separate charges for repairs.

-Facility use methods

-Please use low-adhesion tape when posting posters or other printed material within the halls.

-Flammable materials and other dangerous items which may inconvenience other guests are prohibited.

-When rearranging the layout of rooms, such as desks and chairs, please keep them inside the hall.

-Please refrain from staying or conversing in places outside the facility in question as this may inconvenience other guests.

-Air conditioning temperature settings

The air conditioning in the halls and foyer is shared with other conference rooms and offices, so we may not be able to comply with individual requests to adjust it.

-Other

If the following are deemed to be the case by our facility, you will be refused use.

- (1) When laws or public morals are violated or may be violated
- (2) When you are deemed to belong to a criminal organization or anti-social force.
- (3) When other guests or third parties are liable to be inconvenienced.
- (4) When false information is confirmed regarding the details at the time of reservation (the information listed on the reservation check sheet)
- (5) When the noise level is deemed liable to inconvenience other guests or third parties
- (6) When we deem your use to have a detrimental effect on other guests or third parties
- (7) When users do not adhere to the matters in the terms of use

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