

# Impact HUB Tokyo Event Space Booking Terms & Conditions

Whether you're looking for somewhere to facilitate a workshop, launch a new venture, hold a brainstorming session or host a networking event, Impact Hub Tokyo (henceforth referred to as IHT) can accommodate your needs in a beautiful, unconventional environment. A renovated former printing factory can be an inspiring space to work and meet.

The following terms and conditions are applicable to all agreements between IHT and the Event Organizer. These conditions also apply to third parties that are invited into the Event Space (referring to Event Space itself, the Kitchen & Lounge space and Meeting Room Blue) and who make use of the facilities and services provided by IHT. Please note that while the following terms and conditions are subject to change, all provisions are valid unless there is further notice.

## **1. Address**

2-11-3 Insatsu Kojo 1st floor, Meguro, Meguro-ku, Tokyo 1530063

- Nearest station is JR Meguro Station, about 8 minute walk

## **2. Booking Times**

- Weekdays : 9:00-22:00 **(inclusive of clean-up time: the actual event should last until 21:30)**

- Weekends : 10:00-20:00 **(inclusive of clean-up time: the actual event should last until 19:30)**

**(Impact HUB Tokyo's closing times are 22:00 on weekdays and 20:00 on weekends and holidays, so that you will be asked to vacate the facility by these times)**

## **3. Holidays**

IHT may close the event space for the following days:

- New Year holidays, consecutive holidays such as Golden Week (in May).
- Staff training, facility renovation, natural disaster or any other occasion which IHT team deems it as necessary to leave the facilities unavailable.

## **4. Prohibited Activities**

- Any acts that are illegal or will go against general public manners.
- Any acts that may interfere with the use of the facilities by IHT or by others, cause any nuisance or annoyance, increase the insurance premiums IHT has to pay, or cause loss or damage to IHT or to the owner who has any interest in the building which contains the facilities IHT's members are using.

- Drinking alcohol more than the amount that is allowed. Participants can only drink up to 1-2 cans of beer (same policy applies to other types of alcohol)
- Smoking inside or outside the premises is prohibited (there are smoking areas in walking distance of the HUB; please ask the host for directions)
- Bringing explosives and/or any combustible material into our space
- Creating a fire in the space
- Having a gathering or convention without any permission from IHT.
- Any PR, canvassing or selling without any permission from IHT
- Use of the kitchen & lounge with over 8 people without any notice
- Use the space which is not booked (We will charge you for the space depending the situation)
- Any acts that result in loss of confidence of IHT or the members of IHT

### **5. Use of the Space**

- All of the equipment except for the optional materials or spaces is included in the price.
- Payment for repairs of any damages caused to the space or its equipment, furniture, fixtures, or other appliances, will be billed to the registered billing destination of the booking if not otherwise promptly paid.
- All the equipment must be put back in their original places after the event.
- Please be aware that there might be members who may use the fridges and the coffee machines in the kitchen.
- The IHT team will check in the end of the booking time to see that everything is in order.

### **6. Booking Process (Payment method, Cancellation, Change and Work Flow )**

#### 1. How to book a space

Please fill out the event booking form on our website in order to make an inquiry. Our event manager will respond to you about space availability, and ask you some questions about event contents and use of space.

(※In case the one booking the space is a member of IHT, please send us the inquiry from a link that is provided to you. In that case, the event organizer has to be a member of IHT and they cannot sublease to other non-member / organizations. )

#### 2. How to pay the booking fee

Please proceed with payment within 7 days after you receive the invoice. Be sure that the transfer fee will also be covered by you. In case of payment by Paypal, the transaction fee will be added to the total amount (3.6 %). The booking will be fixed when we confirm the payment.

#### 3. The workflow for the day of the event

Please make sure to have “check in” meeting with IHT hosts when you arrive at the space. After you put everything back in its original place, make sure to have “check out” with IHT hosts again. We regard this meeting within the booking hours for the use of the space. You will need to notify the IHT host about extension of booking hours prior

to this meeting.

#### 4. Cancellation / Changes

You will not get a refund after the payment. You can change the event date once, up to two weeks before the event.

#### 7. Others

##### 1. Setting Up / Cleaning Up

- Please make sure to include in the booking the time about 30 minutes each for setting up and for cleaning up the space. In case of the extension of booking hours more than 30 minutes, the additional booking fee will be charged.
- The layout changes in the Kitchen & Lounge space will be done by IHT hosts. For the Kitchen & Lounge Space booking with more than 20 people, a layout change fee will be automatically added.
- We do not accept the extension of booking hour that exceeds our opening hours.

##### 2. Food & Caterings

- You may order catering service from outside. If necessary, we can inform you of catering services nearby.
- We serve coffee and tea for 2000 JPY (excluding tax) per pot (2.2L = approx. 15 cups).
- In case you want us to help catering arrangement, logistics we will charge arrangement fee separately from the space fee.

##### 3. Trash

Please let us know beforehand if you will need to throw trash away. We will provide you with garbage bags and rubbish bins. Each garbage bag is 300 JPY (excluding tax) and the total amount payable will be calculated at the venue.

##### 4. Personal Belongings

You shall be responsible for all costs and expenses incurred by IHT as a result of the theft, or loss of any keys or access codes to the building or premises provided to you. As for the Lost & Found items, we will keep the items for about a month. However if we are not sure of the owner of the item, we are going to discard the item.

##### 5. Space Equipment

- Bathrooms : We have two bathrooms one for men, and another for women on the 1st floor, there are another set of bath rooms for men and for women on the 2nd floor.
- Smoking Area : Smoking is prohibited in the IHT building. There is a smoking area outside IHT space.
- Parking : You can park one car only for special occasions such as carrying something into the space. It is 241 JPY per hour (excluding tax). Please be sure to inform us beforehand.
- Neighborhood : Making loud sound after 10pm is prohibited as our venue is surrounded by residential area. After finishing taking down the space, we would like you to lead the guests in direction of the station immediately.