
Nagoya International Center Rental Facilities

For bookings and further inquiries about our facilities, please call 052-581-5679 (09:00 - 17:00)

● Annex Hall



● Conference Rooms



● Lecture Rooms



● Exhibition Rooms



● Japanese Style Rooms



Annex



Facilities Included

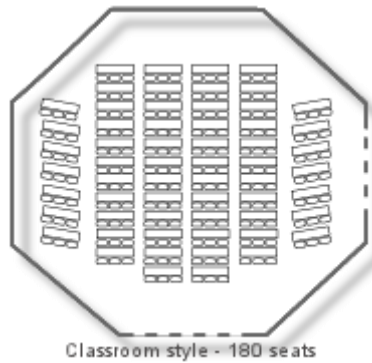
Hall (250m²)
 Entrance Hall - (221m²)
 Toilets
 Simultaneous Interpreter System
 Control Room
 3 Interpretation Booths
 Conference Room - (20 seats, 82m²)

Items Included

250 chairs
 60 foldable tables
 stage
 3 screens
 2 whiteboards
 2 pulpits
 extension cord, notice board

Electrical Capacity

Hall 11.2kVA (100V), Conference Room 1.6kVA (100V)



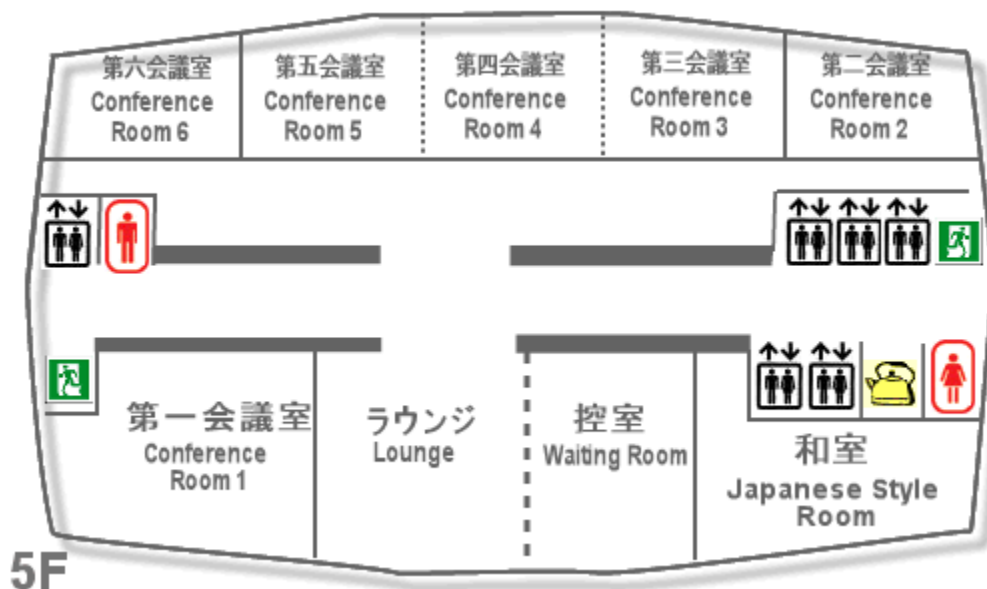
Conference Room

Rental Fee

Activity Use	09:00 - 12:00	13:00 - 17:00	09:00-17:00	17:00 - 21:00	13:00-21:00	09:00 - 21:00
Regular Use	¥76,000	¥101,000	¥160,000	¥76,000	¥160,000	¥200,000
	(¥101,000)	(¥135,000)	(¥212,000)	(¥101,000)	(¥212,000)	(¥270,000)
Business Use	¥114,000	¥151,500	¥240,000	¥114,000	¥240,000	¥300,000
	(¥151,500)	(¥202,500)	(¥318,000)	(¥151,500)	(¥318,000)	(¥405,000)
International Exchange	¥64,000	¥84,000	¥134,000	¥64,000	¥134,000	¥170,000
	(¥84,000)	(¥112,000)	(¥177,000)	(¥84,000)	(¥177,000)	(¥220,000)

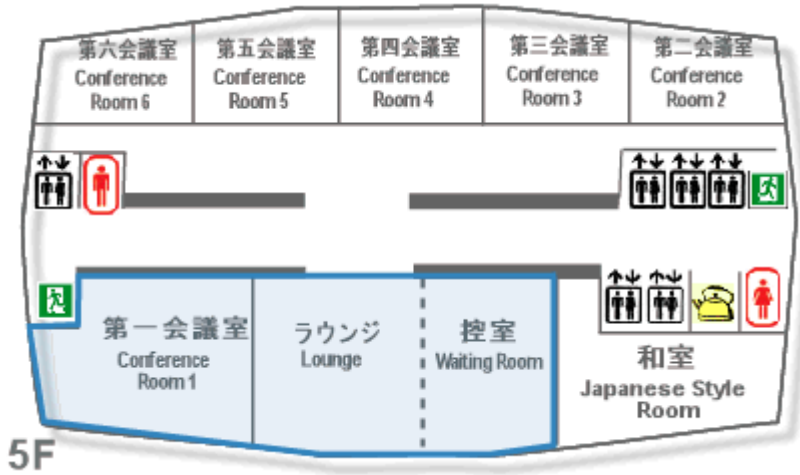
*Prices for Saturdays, Sundays, and national holidays are shown in ().

Conference Rooms



	Floor	Size	Capacity	Additional Facilities
● Conference Room 1 Details 詳細	5F	182m ²	84 seats 28 tables	Lounge (159m ²), Waiting Room
● Conference Room 2 Details 詳細	5F	69m ²	20 seats 10 tables	-
● Conference Room 3 Details 詳細	5F	54m ²	16 seats 8 tables	} *can be combined to make one room 165 m ² , 48 seats, 24 tables.
● Conference Room 4 Details 詳細	5F	57m ²	16 seats 8 tables	
● Conference Room 5 Details 詳細	5F	54m ²	16 seats 8 tables	
● Conference Room 6 Details 詳細	5F	69m ²	20 seats 10 tables	-

Conference Room 1



Conference Room



Lounge



Waiting Room

Facilities Included

Conference Room (182m² - 84seats)

Lounge - (159m²)

Waiting Room - (10 lounge seats)

Electrical Capacity

Conference Room 3.2kVA (100V)

Items Included

1 screen

1 whiteboard

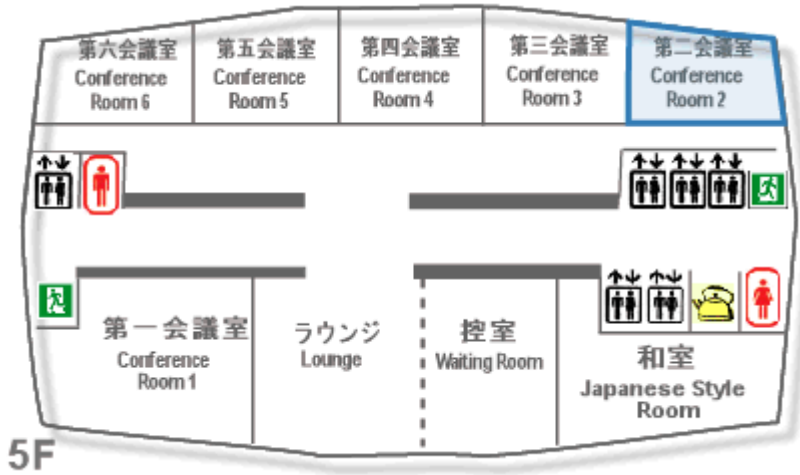
1 pulpit

extension cord, notice board

Rental Fee

Activity Use	09:00 - 12:00	13:00 - 17:00	09:00-17:00	17:00 - 21:00	13:00-21:00	09:00 - 21:00
Regular Use	¥30,300	¥40,400	¥63,600	¥30,300	¥63,600	¥80,800
Business Use	¥45,450	¥60,600	¥95,400	¥45,450	¥95,400	¥121,200
International Exchange	¥25,200	¥33,700	¥53,100	¥25,200	¥53,100	¥67,300

Conference Room 2



■ Facilities Included

Conference Room - set layout
(69m² - 20 seats, 10 collapsible tables)

■ Items Included

1 screen
1 whiteboard
2 additional chairs
1 small welcome board

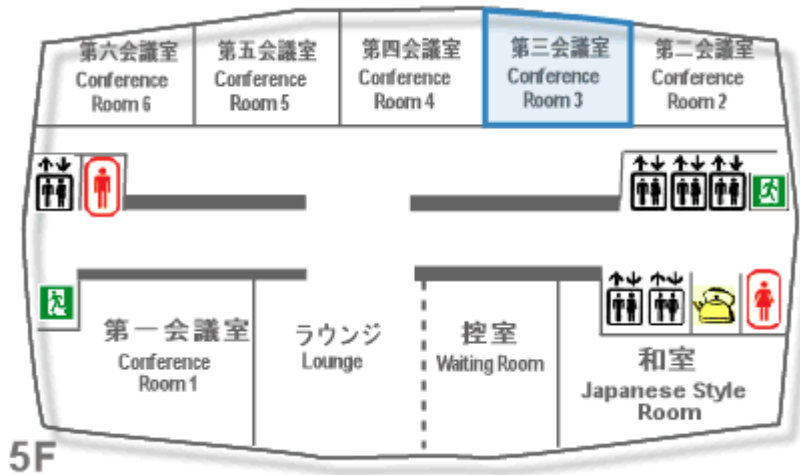
■ Electrical Capacity

Conference Room 1.6kVA (100V)

■ Rental Fee

Activity Use	09:00 - 12:00	13:00 - 17:00	09:00-17:00	17:00 - 21:00	13:00-21:00	09:00 - 21:00
Regular Use	¥5,000	¥6,700	¥10,700	¥5,000	¥10,700	¥13,500
Business Use	¥7,500	¥10,050	¥16,050	¥7,500	¥16,050	¥20,250
International Exchange	¥4,300	¥5,600	¥9,000	¥4,300	¥9,000	¥11,200

Conference Room 3



■ Facilities Included

Conference Room - flexible layout
(54m² - 16 seats, 8 tables)

■ Electrical Capacity

Conference Room 1.6kVA (100V)

■ Rental Fee

■ Items Included

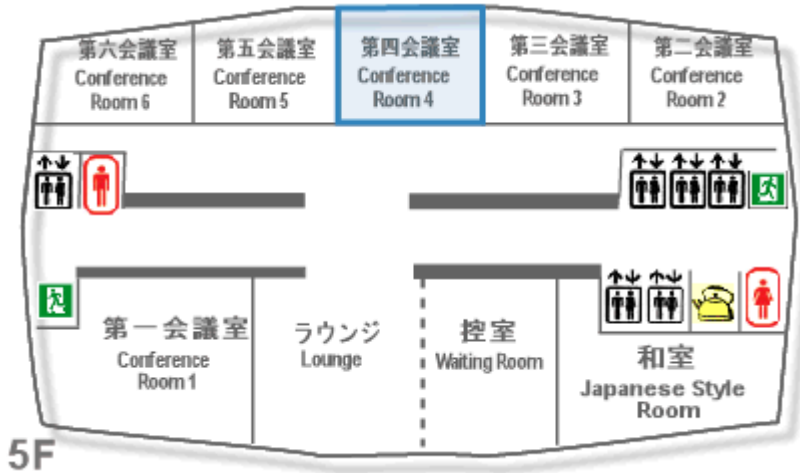
- 1 screen
- 1 whiteboard
- 2 additional chairs
- 1 small welcome board

■ Additional Information

The shared wall can be removed, combining
Conference Rooms 3,4 & 5 - making one
room.

Activity Use	09:00 - 12:00	13:00 - 17:00	09:00-17:00	17:00 - 21:00	13:00-21:00	09:00 - 21:00
Regular Use	¥4,300	¥5,600	¥9,000	¥4,300	¥9,000	¥11,100
Business Use	¥6,450	¥8,400	¥13,500	¥6,450	¥13,500	¥16,650
International Exchange	¥3,500	¥4,600	¥7,300	¥3,500	¥7,300	¥9,200

Conference Room 4



■ Facilities Included

Conference Room - flexible layout
(57m² - 16 seats, 8 tables)

■ Electrical Capacity

Conference Room 1.6kVA (100V)

■ Rental Fee

■ Items Included

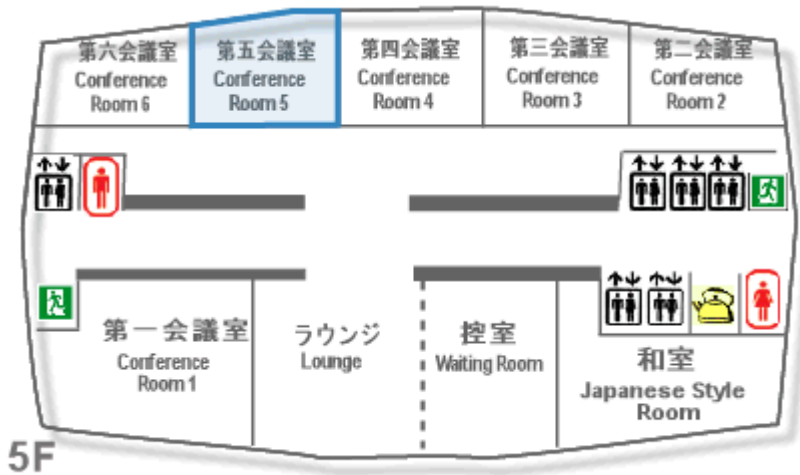
1 screen
1 whiteboard (with castors)
2 additional chairs
1 small welcome board

■ Additional Information

The shared wall can be removed, combining
Conference Rooms 3,4 & 5 - making one
room.

Activity Use	09:00 - 12:00	13:00 - 17:00	09:00-17:00	17:00 - 21:00	13:00-21:00	09:00 - 21:00
Regular Use	¥4,400	¥5,800	¥9,200	¥4,400	¥9,200	¥11,700
Business Use	¥6,600	¥8,700	¥13,800	¥6,600	¥13,800	¥17,550
International Exchange	¥3,700	¥4,800	¥7,700	¥3,700	¥7,700	¥9,600

Conference Room 5



■ Facilities Included

Conference Room - flexible layout
(54m² - 16 seats, 8 tables)

■ Electrical Capacity

Conference Room 1.6kVA (100V)

■ Rental Fee

■ Items Included

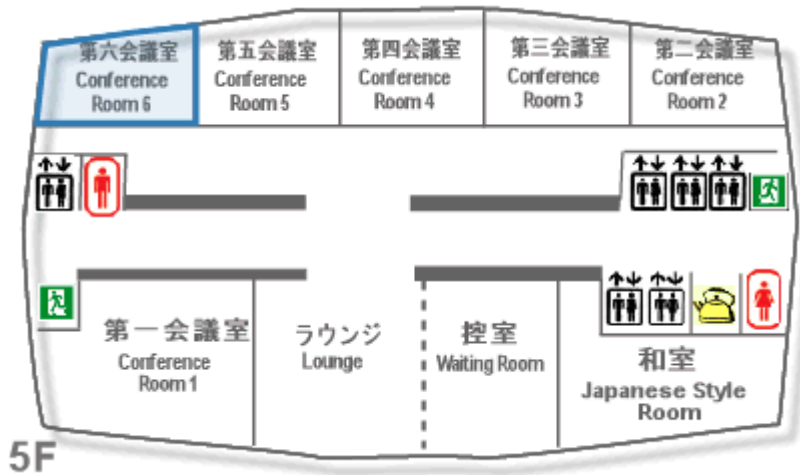
- 1 screen
- 1 whiteboard
- 2 additional chairs
- 1 small welcome board

■ Additional Information

The shared wall can be removed, combining
Conference Rooms 3,4 & 5 - making one
room.

Activity Use	09:00 - 12:00	13:00 - 17:00	09:00-17:00	17:00 - 21:00	13:00-21:00	09:00 - 21:00
Regular Use	¥4,300	¥5,600	¥9,000	¥4,300	¥9,000	¥11,100
Business Use	¥6,450	¥8,400	¥13,500	¥6,450	¥13,500	¥16,650
International Exchange	¥3,500	¥4,600	¥7,300	¥3,500	¥7,300	¥9,200

Conference Room 6



■ Facilities Included

Conference Room - set layout
(69m² - 20 seats, 10 collapsible tables)

■ Items Included

1 screen
1 whiteboard
2 additional chairs
1 small welcome board

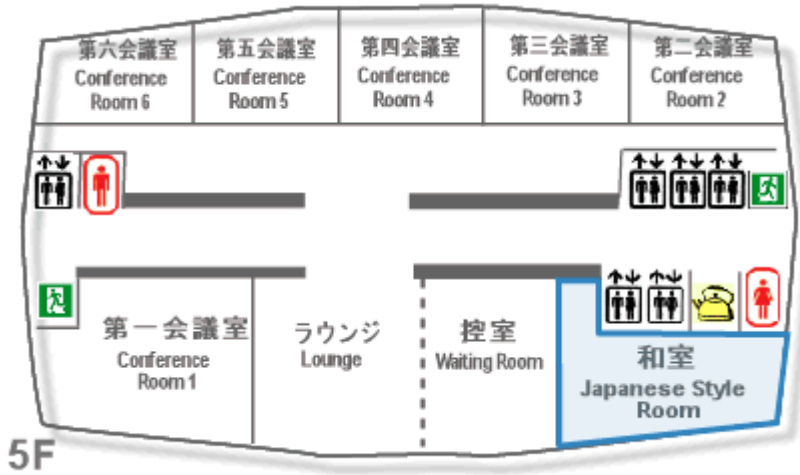
■ Electrical Capacity

Conference Room 1.6kVA (100V)

■ Rental Fee

Activity Use	09:00 - 12:00	13:00 - 17:00	09:00-17:00	17:00 - 21:00	13:00-21:00	09:00 - 21:00
Regular Use	¥5,000	¥6,700	¥10,700	¥5,000	¥10,700	¥13,500
Business Use	¥7,500	¥10,050	¥16,050	¥7,500	¥16,050	¥20,250
International Exchange	¥4,300	¥5,600	¥9,000	¥4,300	¥9,000	¥11,200

Japanese Style Room



Facilities Included

Tatami Room (12.5 mats)

Small Kitchen

Items Included

4 tables

21 cushions

Electrical Capacity

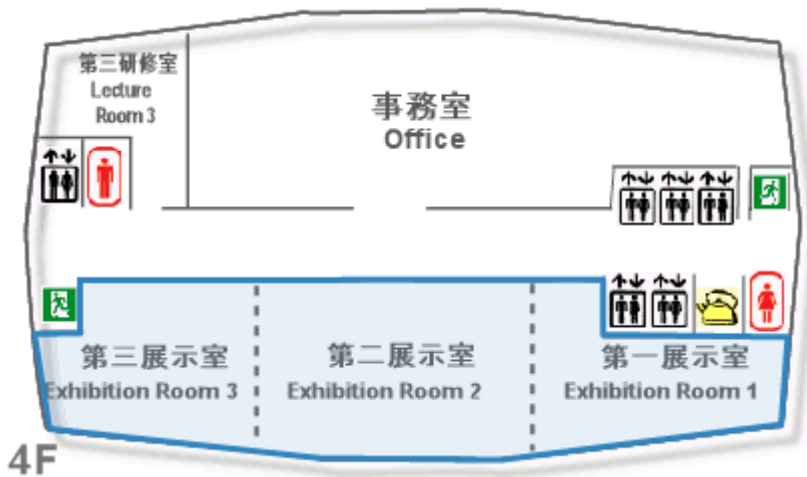
Conference Room 1.6kVA (100V)



Rental Fee

Activity Use	09:00 - 12:00	13:00 - 17:00	09:00-17:00	17:00 - 21:00	13:00-21:00	09:00 - 21:00
Regular Use	¥10,100	¥13,500	¥21,200	¥10,100	¥21,200	¥26,900
Business Use	¥15,150	¥20,250	¥31,800	¥15,150	¥31,800	¥40,350
International Exchange	¥8,400	¥11,200	¥17,700	¥8,400	¥17,700	¥22,400

Exhibition Rooms



Facilities Available

	Size	Height	Electrical Capacity	Items Included
● Exhibition Room 1	4F 112m ²	2.5m	4.8 kVA (100V)	5 tables, 6 chairs, 1 small welcome board
● Exhibition Room 2	4F 234m ²	2.5m	9.6 kVA (100V)	9 tables, 10 chairs, 1 small welcome board
● Exhibition Room 3	4F 112m ²	2.5m	4.8 kVA (100V)	5 tables, 6 chairs, 1 small welcome board
● Exhibition Room 1, 2, & 3	4F 468m ²	2.5m	The shared wall can be removed, combining exhibition rooms 1, & 3	

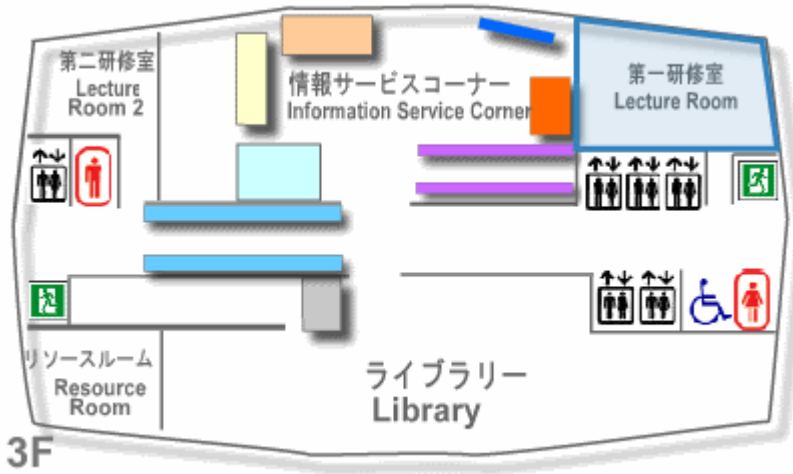
Maximum Weight Load: 300kg/m²

- Telephone jacks are available for use in all 3 rooms (set up & construction costs are the responsibility of the user)
- It is possible to increase electrical capacity in Exhibition Room 2 to 19.2 kVA.

■ Rental Fee

Activity Use	Room	09:00 - 12:00	13:00 - 17:00	09:00-17:00	17:00 - 21:00	13:00-21:00	09:00 - 21:00
Regular Use	Exhibition Room 1	¥6,300	¥8,300	¥13,100	¥6,300	¥13,100	¥16,600
	Exhibition Room 2	¥12,900	¥17,200	¥27,200	¥12,900	¥27,200	¥34,200
	Exhibition Room 3	¥6,300	¥8,300	¥13,100	¥6,300	¥13,100	¥16,600
Business Use	Exhibition Room 1	¥9,450	¥12,450	¥19,650	¥9,450	¥19,650	¥24,900
	Exhibition Room 2	¥19,350	¥25,800	¥40,800	¥19,350	¥40,800	¥51,300
	Exhibition Room 3	¥9,450	¥12,450	¥19,650	¥9,450	¥19,650	¥24,900
International Exchange	Exhibition Room 1	¥5,300	¥7,000	¥11,100	¥5,300	¥11,100	¥13,800
	Exhibition Room 2	¥10,800	¥14,200	¥22,600	¥10,800	¥22,600	¥28,500
	Exhibition Room 3	¥5,300	¥7,000	¥11,100	¥5,300	¥11,100	¥13,800

Lecture Room 1



Facilities Included

Lecture Room -classroom style layout
(76m² - 54seats, 18 tables)

Kitchen (30m²)

Electrical Capacity

1.6kVA (100V)

Items Included

1 screen

1 whiteboard (with castors)

1 pulpit

1 small welcome board

1 additional table for materials

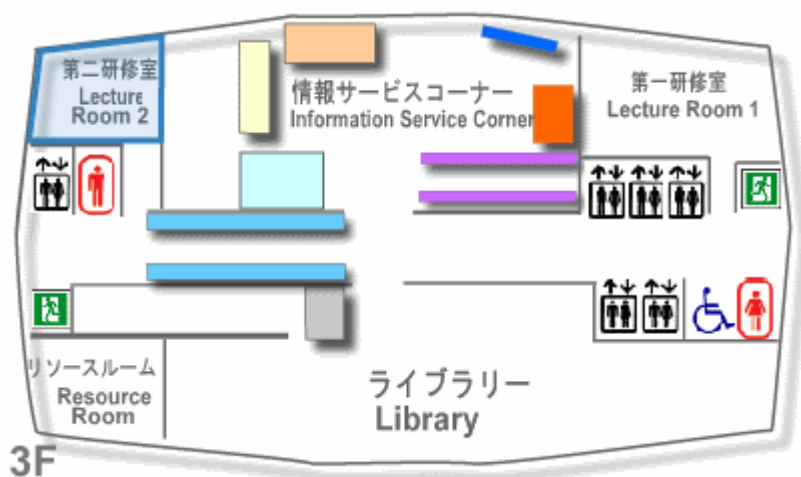
Additional Information

- The whiteboard and screen can not be used at the same time.
- Gas appliances, the oven, kitchen sink, and other cooking utensils are available for use.
- Crockery and cutlery are not provided.
- The kitchen and lecture room are separated by a movable partition.

Rental Fee

Activity Use	09:00 - 12:00	13:00 - 17:00	09:00-17:00	17:00 - 21:00	13:00-21:00	09:00 - 21:00
Regular Use	¥8,100	¥10,800	¥17,100	¥8,100	¥17,100	¥21,500
Business Use	¥12,150	¥16,200	¥25,650	¥12,150	¥25,650	¥32,250
International Exchange	¥6,700	¥9,000	¥14,100	¥6,700	¥14,100	¥18,000

Lecture Room 2



Facilities Included

Lecture Room -classroom style layout 1 screen
(77m² - 63seats, 21 tables)

Items Included

1 whiteboard (with castors)
1 pulpit
1 additional table for materials
1 small welcome board

Additional Information

●The whiteboard and screen can not be used at the same time.

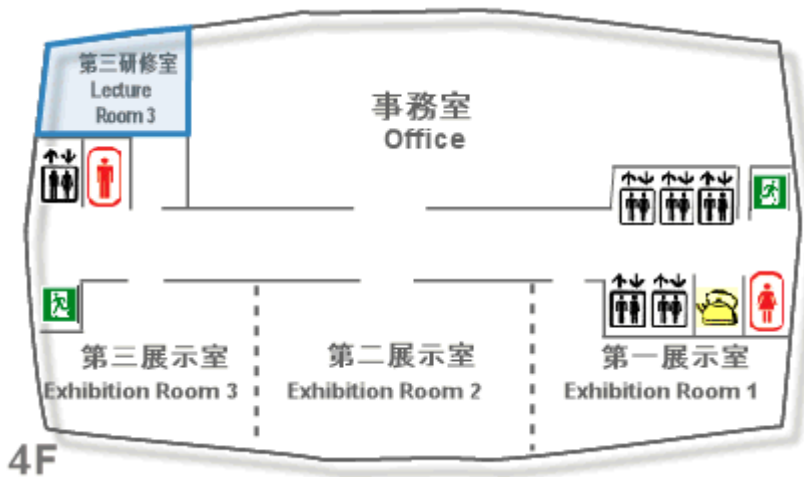
Electrical Capacity

1.6kVA (100V)

Rental Fee

Activity Use	09:00 - 12:00	13:00 - 17:00	09:00-17:00	17:00 - 21:00	13:00-21:00	09:00 - 21:00
Regular Use	¥8,100	¥10,800	¥17,100	¥8,100	¥17,100	¥21,500
Business Use	¥12,150	¥16,200	¥25,650	¥12,150	¥25,650	¥32,250
International Exchange	¥6,700	¥9,000	¥14,100	¥6,700	¥14,100	¥18,000

Lecture Room 3



Facilities Included

Lecture Room -classroom style layout 1 screen
(77m² - 51seats, 17 tables)

Items Included

1 whiteboard
1 pulpit
1 additional table for materials
1 small welcome board

Additional Information

●The whiteboard and screen can not be used at the same time.

Electrical Capacity

Conference Room 1.6kVA (100V)

Rental Fee

Activity Use	09:00 - 12:00	13:00 - 17:00	09:00-17:00	17:00 - 21:00	13:00-21:00	09:00 - 21:00
Regular Use	¥6,100	¥8,100	¥12,800	¥6,100	¥12,800	¥16,200
Business Use	¥9,150	¥12,150	¥19,200	¥9,150	¥19,200	¥24,300
International Exchange	¥5,000	¥6,700	¥10,700	¥5,000	¥10,700	¥13,500

Additional Resources

Equipment Available	Cost per Item	Notes	
notice board	200 Yen		
microphone (*1)	600 Yen		
laser pointer	600 Yen		
speaker's pulpit (*2)	600 Yen		
slide projector	800 Yen		
tape recorder	1,000 Yen		
CD / MD player	1,000 Yen		
VCR / DVD Player(*3)	1,000 Yen		
OHP	1,000 Yen		
whiteboard (*4)	1,000 Yen		
screen (*5)	1,000 Yen		
LCD Projector	2,000 Yen		
table	200 Yen	conference room & lecture room use only	
chair	100 Yen	conference room & lecture room use only	
simultaneous interpretation equipment	10,000 Yen	*skilled operator required, conference hall use only	
simultaneous interpretation receiver (*6)	300 Yen		conference hall use only
spot light (conference hall use)	500 Yen		conference hall use only
spot light (exhibition room use) (*7)	100 Yen		exhibition room use only

- Room equipment should be returned to its correct storage place.
- Rates shown are for a single time slot. Ex. a microphone would cost 1800 Yen for 3 time slots.
- For equipment requiring a skilled operator, the cost shown does not include the services of a skilled operator.

- (*1) A pin microphone is available for use in conference room 1 and the conference hall.
- (*2) Conference Hall come with both large and small speaker's pulpits free of charge. Conference room 1 and all lecture rooms come with large pulpits free of charge.
- (*3) In conference room 1 an LCD projector is required (at additional cost) in order to project a video on the screen. In the conference hall, an LCD projector comes with the VCR.
- (*4) A whiteboard is provided free of charge with exhibition rooms, lecture rooms, and the conference hall.
- (*5) A screen is provided free of charge with conference rooms, lecture rooms, and the conference hall.
- (*6) Only 150 are available.
- (*7) 10 each are available for exhibition rooms 1 & 3, 20 are available for exhibition room 2.
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Usage Guidelines

Reservations & Application Procedure

- To find out about room openings, please visit or contact us by phone, fax, or e-mail.
- It is possible to make a provisional reservation for a short period of time.
- Reservations can be made daily from 09:00 to 17:00. However the facilities are closed from December 29 to January 3, and on the second Sundays in February and August.
- Rental fees are required to be paid at least 2 weeks in advance of use.
- After fully completing the application process, a business receipt (領収書) and a booking confirmation slip (使用許可書) will be given to you.
- Applicants are responsible for any bank remittance charges.

Changes & Cancellations after Completing Payment

- After completing payment, it is not possible to change the reservation's date, time slot, or room. In order to change a reservation, the current reservation must be cancelled and a new reservation must be made. If there is a difference in cost can not be returned.
- In general, after payment has been completed, rental fees can not be refunded. However, it is possible in the below situations.
 - 1) Cancellation at least 30 days prior to the scheduled reservation date = full refund.
 - 2) Cancellation at least 14 days prior to the scheduled reservation date = 50% refund.
 - 3) Cancellation within 13 days prior to the scheduled reservation date & hold another reservation for the exact date and time slot = 50% refund.
- Cash refunds can obtained from the 4F reception only

On the Day of the Reservation

- The room key can be obtained from the 4F reception upto 15 minutes prior to the scheduled start of the reservation. The booking confirmation slip (使用許可書) is required to obtain the key.
- After cleaning up the room and returned it to its original state, call #36 on the internal phone to inform us that you are ready to leave. The on-duty manager will come and collect the key, and lock the room.

Prohibited Items

- Do not break the usage agreement.
- Using the room for a different purpose as stated at the time of application is prohibited.
- Naked flames, or the use of any other dangerous substance which may put others at risk are prohibited.
- Cash sales and corporate fundraising are prohibited.
- The consumption of alcohol is prohibited. However, consumption is permitted for formal "kanpai" occasions in the conference hall and conference room 1.
- The displays of advertisements outside the reserved room is prohibited.
- Behaviour that may result in the inconvenience of others is prohibited.
- Any behaviour that may impend with the smooth operation of the facilities.

Delivery of Goods

- In order to prevent problems with the delivery and safe-keeping of items, please arrange for items to be delivered during your reservation slot.
- If pre-reservation delivery is unavoidably necessary, please consult with us. However, due to space constraints, in order to certain accommodate items it

<p>at a pre-arranged time.</p> <ul style="list-style-type: none"> ●In the case of remittances, refunds can only be wired to accounts under the same name as the original applicant (individual or organization). Any remittance fees will be deducted from the refund amount. ●To complete the refund process, the original booking confirmation slip (使用許可書) is required as well as a representatives written authorization. <p>Available Reservation Times</p> <ul style="list-style-type: none"> ●Rooms can be booked for use in the morning from 09:00 to noon , in the afternoon from 13:00 to 17:00, and in the evening from 18:00 to 21:00. These times should be strictly observed. ●Setting up, arranging equipment, cleaning up, etc. should also be done within the above times. <p>Assembly & Removal of Equipment</p> <ul style="list-style-type: none"> ●A "hannyu hanshutsu gansho" form needs to be submitted prior to bringing in or removing equipment. ●All equipment brought in (or removed) from the building must be in accordance with the building's fire safety regulations. 	<p>may be necessary to rent a room to store them delivered items.</p> <p>Smoking Policy</p> <ul style="list-style-type: none"> ●Smoking in the building is prohibited, however a designated smoking room on basement level 1 is available for use. <p>Other Points of Caution</p> <ul style="list-style-type: none"> ●In accordance with fire regulations, the following items are classed as fire retardants: veneer display boards, carpets, curtains, blinds, curtains, and tarpaulins ●Users are responsible for the removal of their garbage from the facilities. ●If event advertisements are distributed, the organizer's contact information should be clearly viewable. ●If there is a probability that you will receive an outside call during your reservation, please arrange alternative contact details. ●If the applicant will not be in attendance during the reserved time, the applicant should inform the users about the usage guidelines.
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※The Nagoya International Center rental facilities are part of the City of Nagoya's public rental facilities and are managed in compliance of Nagoya City building regulations. These guidelines can be viewed at

www.reiki.city.nagoya.jp

※Terms set out in these guidelines may change without prior notice.

財団法人名古屋国際センター 管理課 Tel: 052-581-5679 Fax: 052581-5629 E-mail nic@nic-nagoya.or.jp