

Guide for the use of ICC Kyoto Facilities

1. Application for ICC Kyoto Facility Usage

1-1 Dates and Times of Operation

ICC Kyoto dates and times of operation are as follows. These hours, however, are subject to change in order to accommodate user demand.

Open: January 4th ~ December 28th

Times: 9:00 ~17:00 (Event Hall open through to 18:00)

In addition, the ICC Kyoto may close off certain days for premise and facility maintenance.

1-2 Reservation Commencement

The ICC Kyoto will begin accepting applications to use its facilities starting from the dates indicated below:

Acceptance Begins	Type of Event
No Limit	Japanese government and intergovernmental congresses and conventions. Other multinational large-scale conventions that require the use of the whole Center.
3 Years in Advance	International conventions that do not fit the above category. Non-international conferences requiring the full use of the center.
2 Years in Advance	Conferences that do not fit the above categories, and that require the use of the Main Hall, Annex Hall or Event Hall.
1 Year in Advance	Conferences that do not fit the above categories.
8 Months in Advance	Banqueting events.

1-3 To Register

Register by sending or bringing in to us the completed 'APPLICATION for the use of Kyoto International Conference Center Facilities' (Annex 1) form.

After receiving the Annex 1 form, the ICC Kyoto may request clarification of details within the form, and require the client to submit data as well as such details as a schedule of events or a summary of funds.

In addition, the submission of the Annex 1 form shall be limited to the host of the event.

Send Applications to:

The Kyoto International Conference Center Foundation
Conference & Convention Department
Takaraga-ike, Sakyo-ku, Kyoto, 606-0001 JAPAN
TEL +81-75-705-1234 FAX +81-75-705-1100
Office Hours: 9:00 - 17:30, Monday - Friday

1-4 Restrictions

The ICC Kyoto reserves the right to refuse the use of its facilities in the event that one or more of the following apply:

- The event may disturb the public order.
- A The event may induce discomfort among other ICC Kyoto users, or the residents of the surrounding area.

c. The event may damage the property of the ICC Kyoto.

d. The user organization is one that collectively and habitually is involved in, or is known to be involved in illegal activities or acts of public indecencies.

e. The event could violate the purpose of the ICC Kyoto

f. The event could interfere with the ICC Kyoto management and operation.

g. The ICC Kyoto deems it appropriate to decline.

2. Application Approval

Approval to use ICC Kyoto facilities shall be granted with the issuance of a "Usage Approval Form". This form shall be proof of approval and should be kept safe until after the completion of the event.

3. Transferring and Under Leasing

The user may not, without the consent of the ICC Kyoto, transfer or under lease the full or partial rights to the use of ICC Kyoto facilities

4. Fees

4-1 Room Charge

See 'Conference Usage Fees' 1, 2 and 'Exhibit Usage Fees'.

4-2 Equipment & Furniture Fees

See 'Equipment Fees' and 'Furnishings and Operation Fees' forms.

4-3 Fee Payments

a. Room charges shall be paid in advance in accordance to the following table. A bill shall be issued and sent together with the approved application form (Annex 1). Deposit the payment into the ICC Kyoto designated bank account by the date noted on the bill.

Pre-payment

Time of Application	Payment Deadline	Amount Due
Applications made up to 2 years in advance of the first date of use.	At time of application 2 years prior 1 year prior 3 months prior	10% of usage fee 10% of usage fee 30% of usage fee 50% of usage fee
Applications made up to 1 year in advance.	At time of application 1 year prior 3 months prior	20% of usage fee 30% of usage fee 50% of usage fee
Applications made from 1 year to 3 months in advance.	At time of application 3 months prior	50% of usage fee 50% of usage fee
Applications made less than 3 months in advance.	At time of application	Full amount

b. Final fees will be invoiced separately from the room charges, and will be billed following the completion of the event. The final payment shall be paid to the ICC Kyoto's designated bank account.

Note: Final fees will include such things as equipment, furnishings, temporary power supplies, food and beverages, telecommunications, service charges and other miscellaneous fees.

5. Changes and Cancellations

5-1 Notice of Change

Changes or cancellations made to the reserved dates, times and rooms must be made as-soon-as-possible by contacting the ICC Kyoto representative responsible. Changes made to the Application for the use of ICC Kyoto Facilities form may only be made with the approval of the ICC Kyoto staff responsible.

5-2 Fee Adjustment

Changes

In correspondence to changes made, additions to the room charge will be made as follows.

Date Changes

Time of Date Change	Amount Added
A written request for change is made from one to two years in advance of the first date of use.	An amount equivalent to 5% of the original room charge will be added to the total room charge.
One year to three months in advance.	10% of the room charge will be added.
Three months to two weeks in advance.	15% of the room charge will be added.

Room Changes

If a room change is made to DOWNGRADE a reservation for the Main Hall, Room A, Annex Hall, Event Hall, Sakura and/or the Swan Banquet Hall, the following fees will apply.

Time of Date Change	Amount Added
A written request for change is made from one to two years in advance of the first date of use.	An amount equivalent to 5% of the original room charge will be added to the total room charge.
Three months to one year in advance.	10% of the room charge will be added.
Two weeks to three months in advance.	15% of the room charge will be added.

Time Changes

Any changes made to reserved hours must be approved by the ICC Kyoto. It is imperative that this be discussed; as such changes will affect room charges.

Cancellations

When cancellations are made due to reasons on the part of the user, a cancellation fee shall be paid as follows. If the room charges have already been paid, the cancellation fee shall be paid minus the amount of the room charges.

Cancellation Fees

Time of Cancellation	Amount
A written request for cancellation is made from one to two years in advance of the first date of use.	20% of the room charge shall be paid.
Three months to one year in advance.	50% of the room charge shall be paid.
Up to three months in advance.	100% of the room charge shall be paid.

Equipment Rental Cancellation

An additional cancellation fee may be required for certain pieces of equipment and/or its operating technicians in cases where the cancellation is made less than 14 days in advance of its scheduled use.

6. Conditions

In cases where one or more of the following apply, the ICC Kyoto reserves the right to suspend permission for the use of its facilities.

The ICC Kyoto will not be responsible for any loss or damage that may result from such suspensions.

- a. A meeting hosted by Japanese governmental organizations, sponsors or delegates is organized.
- b. Any of the clauses in "1-4 Restrictions" are found to be true.
- c. Any of the rules and regulations of the ICC Kyoto are broken, or it becomes apparent that they will be broken.
- d. Information on the "Application for the use of ICC Kyoto Facilities" form has been found to be false, the user fails to notify the ICC Kyoto and make the necessary revisions of any changes made to the above form, or the ICC Kyoto judges the purpose or type of event to differ from the form.
- e. The ICC Kyoto judges that it cannot guarantee a safe environment due to natural disasters or other unforeseeable circumstances.
- f. The advance payment of room charges is not made as required in the aforementioned clause 4-3.

7. Refunding of Room Charges

In the event that the ICC Kyoto facilities become wholly or partially unavailable due to Japanese governmental or intergovernmental congresses and conventions, or the ICC Kyoto judges that it cannot guarantee a safe environment due to natural disasters or other unforeseeable circumstances, all or part of the paid room charges shall be refunded as the ICC Kyoto deems suitable for the case.

8. User Responsibilities

The User must treat the ICC Kyoto, its property, facilities and equipment with care and in good faith, as well as respect the following:

Safety

Ensure adequate measures are taken to ensure participant order, proper guidance to prevent accidents, as well as the proper supervision of exhibits and displays to prevent theft.

Inspect and confirm the whereabouts of emergency exits, fire extinguishers, and other safety precautions, as well as know the ICC Kyoto emergency evacuation procedures before the commencement of the event.

Equipment

External equipment must not be brought in unless permission is granted by the ICC Kyoto.

Security

In situations where the ICC Kyoto facilities are used in the early mornings, late evenings, or if the presence of VIPs requiring guards is expected, the ICC Kyoto must be notified in advance, and temporary guards must be hired at the user's expense.

Reporting Damage

Any damage made to the ICC Kyoto property or facilities must be reported to the ICC Kyoto representative immediately.

Return

It is the user's responsibility to return the ICC Kyoto facilities to its original condition after the completion of the event.

Commercial Activity

The buying and selling of goods may not be carried out on ICC Kyoto property without its consent.

Form Submission

It is the user responsibility to submit the required documents (application for permission, reports, etc.) to the corresponding public offices.

Staff Intrusion

The ICC Kyoto reserves the right to have its staff enter any room in use, for the purpose of administration and management.

9. Liability

User

The user shall be liable for loss where the ICC Kyoto facilities (building, equipment, furniture, etc.) are damaged, lost, stolen, etc., and/or when the ICC Kyoto suffers a setback to management due to user (including organizers, hosting parties, and guests) activities.

ICC Kyoto

The ICC Kyoto will not be held responsible or liable for any loss or damage that may incur due to the use of ICC Kyoto facilities.

10. Meeting

A meeting between the ICC Kyoto staff and user must be scheduled for no later than one month before the event dates to finalize arrangement details.

11. Catering Service

The Kyoto International Conference Center Restaurant Company is responsible for all catering services within the ICC Kyoto grounds, and as a rule, no outside food or drink shall be brought within the ICC Kyoto facilities.

12. Note

Contact the Kyoto International Conference Center for further details.

This document is a translation of the "Riyou no goannai", originally printed in Japanese, in October 2000.

Details are subject to change without prior notice.

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