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## ~ User's Guide ~

# Guidelines and Regulations for the Use of ICC Kyoto (Summary)

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### **1. Dates and Hours of Operation**

The dates and hours of operation are as follows. The facilities of ICC Kyoto may be used on dates or during hours other than those specified below if prior permission is granted by ICC Kyoto. ICC Kyoto may be closed on certain days for facilities inspection or maintenance.

■ Dates of Operation: January 5th ~ December 27th    ■ Hours of Operation: 9:00 ~ 18:00

### **2. Dates on which ICC Kyoto will begin accepting applications**

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

Acceptance Begins	Type of Event
No Limit	1. Conventions and conferences organized by governments or international organizations. 2. Conventions and conferences organized by associations or companies that require the use of the whole Center and attended by delegates from more than two countries.
3 Years in Advance	1. International conventions that do not fit the above category. 2. Non-international conferences requiring the full use of the center.
2 Years in Advance	Conferences, other than those specified above, that require the use of the Main Hall, New Hall, Annex Hall or Event Hall.
1 Year in Advance	Conferences that do not fit the above categories.
8 Months in Advance	Banqueting events.

### **3. How to make an application**

After the reservation confirmation date, fill in the required items on the designated Usage Application Form and send by postal mail by the designated date. The reservation confirmation date is the day that we receive in writing, etc. and approve your request to hold your meeting, etc. After receiving the form, ICC Kyoto may request the clarification of details and require the applicant to submit data such as the host's brochures, event details, or a summary of funds.

Apply to: Sales Promotion Department, Kyoto International Conference Center

Reception hours: Monday-Friday 9:00 – 17:30    Tel: 075-705-1229, Fax: 075-705-1100

Address: Takaragaike, Sakyo-ku, Kyoto, 606-0001 Japan

### **4. Restrictions**

ICC Kyoto reserves the right to refuse the use of its facilities in the case of one or more of the following.

1. The applicant is a "boryokudan" crime syndicate defined in the Act for the Prevention of Wrongful Acts by Members of Organized Crime Groups (enforced on March 1, 1992) or its member;
2. The applicant constitutes or belong to "anti-social forces" or is their affiliated organization or individual;
3. The applicant is deemed to make unreasonable demands in a violent, threatening, or intimidating manner or to behave in a similar manner;
4. The event may be deemed to pose a risk of bringing ICC Kyoto into disrepute as an international conference center;
5. The event may be deemed to pose a risk of damaging the property or facilities of ICC Kyoto; or
6. The event could be construed as violating the purpose of ICC Kyoto.

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## **5. Acceptance of Application**

Upon approval of the application, a letter of acceptance will be issued.

## **6. Fee Payments**

Room hire charges will be paid in advance as described in the table below. An invoice will be issued and sent together with a letter of acceptance. The applicant is requested to make payments to ICC Kyoto's designated bank account by the due date specified in the invoice.

Time of application	Payment Due Date	Amount Due
Applications made up to 2 years in advance of the first day of use	When the reservation is confirmed 2 years before the event 1 year before the event 3 months before the event	10% of room hire charges 10% of room hire charges 30% of room hire charges 50% of room hire charges
Applications made up to 1 year in advance of the first day of use	When the reservation is confirmed 1 year before the event 3 months before the event	20% of room hire charges 30% of room hire charges 50% of room hire charges
Applications made less than 1 year in advance of the first day of use.	When the reservation is confirmed 3 months before the event	50% of room hire charges 50% of room hire charges
Applications made less than 3 months in advance of the first day of use.	At time of application	Full amount

Charges for furniture, equipment, and other facilities should be paid within one month after the use.

\*ICC Kyoto may at its discretion request to pay the full charge one month in advance.

## **7. No Transfer and Sub-Lease of the Right to Use**

The user may not transfer or sub-lease all or part of the right to the use of ICC Kyoto's facilities to any third party.

## **8. Changes and Cancellations**

If the user needs to change or cancel the reserved dates, hours, or rooms after his application has been approved, he will need to contact an ICC Kyoto representative. The user will need to cancel the reserved dates, times or rooms first and make a fresh application. Please contact an ICC Kyoto representative as soon as possible.

### **■ Time Changes**

Any changes made to the reserved hours must be approved by ICC Kyoto and room hire charges will be changed accordingly. Please contact an ICC Kyoto representative in advance.

## **9. Cancellations**

After your reservation has been confirmed, if you cancel due to your own circumstances, we will charge a cancellation fee. If you have paid an advance usage fee, this will cover all or part of your cancellation fee.

### **■ Cancellation Fees**

Time of Cancellation	Amount
Cancellations made from the date when the reservation is confirmed up to 2 years in advance of the first day of use	10% of the room hire charge will be payable.
Cancellations made from the day following the date which is 2 years up to 1 year in advance of the first day of use	20% of the room hire charge will be payable.
Cancellations made from the day following the date which is 1 year up to 3 months in advance of the first day of use	50% of the room hire charge will be payable.
Cancellations made from the day following the date which is 3 months in advance of the first day of use	Full amount of the room hire charge will be payable.

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## ■ Cancellations of Equipment, Furniture, Production Materials, Personnel, or Services

All costs and fees incurred will be payable regardless of when the cancellation is made.

### **10. Conditions**

In cases where one or more of the following apply, ICC Kyoto reserves the right to suspend permission for the use of its facilities. ICC Kyoto will not be responsible for any loss or damage that may result from such suspensions.

1. A meeting hosted by Japanese governmental organizations, sponsors or delegates is scheduled.
2. Any of the statements referred to in Clause 4 "Restrictions" above is found to be true.
3. Information on the "Application for Use" form has been found to be false, the user fails to notify ICC Kyoto and make the necessary revisions of any changes made to the above form, or ICC Kyoto judges the purpose or type of event to differ from the form.
4. Material information concerning the organizer given on the application form is found to be false, or ICC Kyoto deems that the user fails to obtain prior permission from ICC Kyoto for changes and that the purpose or type of the event differs from that stated on the form when the permission is granted.
5. ICC Kyoto judges that it cannot guarantee a safe environment due to natural disasters or other unforeseeable circumstances.
6. The room hire charges have not been paid as required in Clause 6 above.
7. ICC Kyoto deems it inappropriate to grant permission for the use of its facilities for facilities management and operation purposes.

### **11. Refunding of Room Hire Charges**

In the event that ICC Kyoto's facilities become unavailable due to a congress or convention held by the Japanese government or an international organization or if ICC Kyoto judges that safety cannot be guaranteed due to natural disasters or other unforeseeable circumstances, all or part of the room hire charges that have been paid shall be refunded depending on the actual circumstances.

### **12. User Responsibilities**

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

#### **1. Safety**

1. Ensure adequate measures are taken to ensure a smooth and orderly event. Provide proper guidance to participants in order to prevent accidents, as well as provide proper supervision of exhibits and displays to prevent theft.
2. Inspect and confirm the whereabouts of emergency exits, fire extinguishers, and other safety precautions, as well as know ICC Kyoto emergency evacuation procedures before the commencement of the event.

#### **2. Identification Cards**

Conference attendees are requested to wear identification cards or badges. The organizer must provide and pay for such identification cards or badges.

#### **3. Equipment**

No external equipment may be brought into ICC Kyoto's premises unless prior consent is given by ICC Kyoto. In that case, a separate fee will be charged for special assistance from staff or any costs related to set up or equipment adjustments.

#### **4. Security**

The user must consult with an ICC Kyoto representative in advance if the event is held early in the morning or late in the evening, is expected to attract a large number of visitors, could disrupt or interfere with other conferences, or requires extra security. Any extra security costs must be borne separately by the user.

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## 5. Reporting Damage

Any damage caused to ICC Kyoto's property or facilities while they are in use must be reported to an ICC Kyoto representative immediately.

## 6. Return

It is the user's responsibility to return ICC Kyoto's facilities to their original condition promptly after the use.

## 7. Commercial Activity

Any commercial activity carried out on ICC Kyoto's premises such as the sale of goods or advertising must be approved by ICC Kyoto in advance.

## 8. Form Submission

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

## 9. Access by ICC Kyoto's personnel

ICC Kyoto's personnel may enter any room in use for facilities management and operation purposes if the need arises.

## 10. Smoking on the Premises

No smoking is permitted anywhere other than in the designated outside smoking areas.

## 13. Liability

### 1. User

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

### 2. ICC Kyoto

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.

## 14. Meeting

The user is requested to have a detailed discussion with an ICC Kyoto representative about the use of the facilities one month before the first day of the event.

## 15. Catering Service

The Kyoto International Conference Center Restaurant Company is responsible for all catering services within ICC Kyoto grounds; and, as a rule, no outside food or drink shall be brought within ICC Kyoto facilities (Food and beverage providers in the New Hall and Event Hall may include the conference center designated vendors.)

## 16. Note

1. For more details about the use of the facilities, please contact an ICC Kyoto representative.
2. The Guidelines and Regulations for the Use of ICC Kyoto (Summary) is effective as of April 2018 and may be subject to change.

The Guidelines and Regulations for the Use of ICC Kyoto (Summary) is an extract taken from the Guidelines and Regulations for the Use of Kyoto International Conference Center (April 2018)

Please see the attached table for room, equipment, or furniture hire charges.

**[Contact us]** **Kyoto International Conference Center** *e-mail:* [ask@icckyo.or.jp](mailto:ask@icckyo.or.jp)

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