

# PRICE / AP AKASAKA GREEN CROSS

For reservations and inquiries, please contact

TEL. 03-5572-8109

✉ info-akasaka@tc-forum.co.jp

Reservation Desk Hours  
9:30-18:00

🔍 Contact Form



Created in April 2025 Ver.1.0

**Room Rental Rates** Rates are based on a 4-hour or 8-hour package. After 4 hours, rooms are available in 1-hour increments. See notes for details.

**Business Hours** 9:00 - 21:00

All prices shown do not include tax / JPY

Room Name		Area	Capacity [Persons]								4 hours usage	5 hours usage	6 hours usage	7 hours usage	8 hours usage	Additional fee for extension	9 hours usage
			School style		Island style		Square-shaped style		U-shaped style								
		m	3 Persons / Table	2 Persons / Table	9 Persons / Island	6 Persons / Island	3 Persons / Table	2 Persons / Table	3 Persons / Table	2 Persons / Table	Package Fee	4 hour package + 1 hour extension	4 hour package + 2 hour extension	4 hour package + 3 hour extension	Package Fee	Basic fee / per hour	8 hour package + 1 hour extension
4th	A	190	105	70	81 (9 Islands)	54 (9 Islands)	54	36	42	28	172,000	215,000	258,000	301,000	309,600	43,000	352,600
	B	151	96	64	72 (8 Islands)	48 (8 Islands)	48	32	39	26	136,000	170,000	204,000	238,000	244,800	34,000	278,800
	C	151	96	64	72 (8 Islands)	48 (8 Islands)	48	32	39	26	136,000	170,000	204,000	238,000	244,800	34,000	278,800
	D	151	96	64	72 (8 Islands)	48 (8 Islands)	48	32	39	26	136,000	170,000	204,000	238,000	244,800	34,000	278,800
	E	151	96	64	72 (8 Islands)	48 (8 Islands)	48	32	39	26	136,000	170,000	204,000	238,000	244,800	34,000	278,800
	F	36	-	-	-	12	-	-	-	-	40,000	50,000	60,000	70,000	72,000	10,000	82,000
	G	15	-	-	-	8	-	-	-	-	24,000	30,000	36,000	42,000	43,200	6,000	49,200
	H	15	-	-	-	8	-	-	-	-	24,000	30,000	36,000	42,000	43,200	6,000	49,200
	Green Lounge	143	72	48	45 (5 Islands)	30 (5 Islands)	42	28	33	22	136,000	170,000	204,000	238,000	244,800	34,000	278,800

## Notes.

- 1) Rates are for a 4-hour or 8-hour package.
- 2) The same rate can be used for up to 4 hours; after 4 hours, please use in 1-hour increments.
- 3) Start time of use is either 0:00 or 30 minutes per hour.
- 4) Reservation time should include preparation, cleanup, and carrying in/out of equipment.
- 5) Basic Business Hours: 9:00 to 21:00 (please contact us for after hours)
- 6) From 22:00 to 8:00 the next day, the fee is double the basic fee.
- 7) During the New Year holidays (December 30 to January 3 of the following year), the fee is double the regular fee for the entire day.
- 8) Access to the meeting room will be allowed 15 minutes prior to the reserved start time.
- 9) Please inquire about the fee for using the same room on consecutive days.
- 10) Extension of the time of use on the same day will be accepted as much as possible. The additional charge is the basic charge multiplied by the extended time. From 10:00 p.m. to 8:00 a.m. the next day, the fee is twice the basic rate multiplied by the extended time.

- 11) The fee for the use of tables and chairs for the number of people to be seated and the set-up fee are included in the above.

If the seating capacity is exceeded, a separate fee may be charged.

- 12) Please contact us in advance if you wish to use the room in a theater style.
- 13) For banquets, a fee of 2 hours of the basic rate for the meeting room to be used will also be charged.
- 14) Areas are based on wall core dimensions.
- 15) 100% of the total fee must be paid at least one week prior to the first day of use.
- 16) After making an official reservation, please bring the fee with you or transfer it to our designated bank account at least one week prior to the first day of use. In case of bank transfer, no receipt will be issued.
- 17) Please pay for extensions, additional equipment, additional food and beverages, etc. in cash or by bank transfer on the day of the event by the date specified by us.
- 18) Credit cards are also accepted.

English translation at DeepL

Please read before making your final reservation.

## 1. Reception of Reservation Applications

- (1) We accept reservation applications up to one year before the desired date of use.
- (2) First, please check the vacancy status by phone, email, or by visiting our office, and then arrange the details with the representative of our company.
- (3) We can provide you with a one-week tentative reservation period, which can be canceled free of charge, until you make your final reservation. Please note that failure to contact us within one week of the start of the one-week tentative reservation period may invalidate your reservation. (Please also note that the

- tentative reservation period may be shorter than one week if it is made within one month of your planned date of use or during peak periods.)
- (4) When you have created your final reservation, we will send you an "Application for Use" via the CLOUDSIGN electronic contract service. Once both parties have agreed to the contents of the application and enter into the contract, you will receive a digitally signed PDF file by e-mail. Please make sure to keep a copy of the file.
- (5) After the contract is entered into, corporate member registration is conducted according to specific screening procedures.

## 2. About Use

- (1) Rates are for a 4-hour or 8-hour package.
- (2) The same rate can be used for up to 4 hours; after 4 hours, please use in 1-hour increments.
- (3) Start time of use is either 0:00 or 30 minutes per hour.
- (4) Reservation time should include preparation, cleanup, and carrying in/out of equipment.
- (5) Basic Business Hours: 9:00 to 21:00 (please contact us for after hours)
- (6) From 22:00 to 8:00 the next day, the fee is double the basic fee.
- (7) During the New Year holidays (December 30 to January 3 of the following year), the fee is double the regular fee for the entire day.
- (8) Access to the meeting room is allowed 15 minutes prior to the reserved start time.
- (9) Please inquire about the fee for using the same room on

- consecutive days.
- (10) Extension of the time of use on the same day will be accepted as much as possible. The additional charge is the basic charge multiplied by the extended time. From 10:00 p.m. to 8:00 a.m. the next day, the fee is twice the basic rate multiplied by the extended time.
- (11) The fee for the use of tables and chairs for the number of people to be seated and the set-up fee are included in the room rental fee. If the seating capacity is exceeded, a separate fee may be charged.
- (12) Please contact us in advance if you wish to use the room in a theater style.
- (13) For banquets, a fee of 2 hours of the basic rate for the meeting room to be used will also be charged.
- (14) Areas are based on wall core dimensions.

## 3. How to Pay Usage Fees

- (1) 100% of the total fee must be paid at least one week prior to the first day of use.
- (2) After making an official reservation, please bring the fee with you or transfer it to our designated bank account at least one week prior to the first day of use. In case of bank transfer, no

- receipt will be issued.
- (3) Please pay for extensions, additional equipment, extra food and beverages, etc. in cash on the day of the event, or by bank transfer by the date specified by us.
- (4) Credit cards are also accepted.

## 4. Cancellation Fees/Changes to Reservation

- (1) For cancellations made at the convenience of applicants or users, the following cancellation fees will be collected.

Meeting room cancellation fee	Within six months and more than three months from the date of use	30% of the fees of planned use
	Within three months and more than one month from the date of use	50% of the fees of planned use
	Within one month of the date of use	100% of the fees of planned use
Cancellation fees for food and beverage charges		Cancellation fees for banquet expenses
Three days before the planned date of use	100% of the fees of planned use	Three days before the planned date of use
		Food and beverage fees ▶ 100% of the fees of planned use
		Meeting room fees ▶ 100% of the room fees for two hours for the meeting room that you plan to use
Cancellation fees when using the room for a banquet only	Within one week of the date of use	100% of the room fees for four hours for the meeting room that you plan to use
	Three days before the planned date of use	Also, 100% of the fees of planned use of dining will be added.

\* Please be aware that changes to dates, shortening of usage time, or downsizing of venues may be subject to cancellation fees.

\* Banquets are held by a company that we have a business alliance with. We will introduce you to that company in the event that you would like to have a banquet at one of our venues.

## 5. Restrictions of Use

We may reject use of our rooms in any of the following cases.

- (1) When the facility has determined that the contents, methods, etc. of use are inappropriate.
- (2) If the facility is used for purposes other than those noted in the Application of Reservation.
- (3) If the facility has determined that the use of the room violates public order and decency.
- (4) When it has been determined that a user is involved in organized crime or is someone who is otherwise affiliated with anti-social forces.
- (5) If a room is to be used for a gathering by a religious organization, ideological organization, or any other similar organization.

- (6) If persons involved with the applicant or persons who are opposed to the applicant plan or have the potential to plan to perform a group demonstration in the meeting room or around the venue. (including cases where advanced notice has been given)
- (7) When an order to suspend the meeting has been issued by the competent government authorities.
- (8) In principle, rooms can be used by corporate customers who have completed corporate member registration. Please note that we may reject individuals (non-corporate customers) to use our meeting rooms.

## 6. Prohibited Items/Precautions

- (1) Please apply for a number of participants within the capacity of the meeting room in question. Meeting rooms cannot be used if the number of users exceeds the capacity.
  - (2) In accordance with relevant laws and ordinances, you may be asked to limit the number of persons in attendance. Thank you for your understanding.
  - (3) Meeting rooms are to be used for purposes such as meetings, training, and seminars. They cannot be used for hosting events that are open to the general public, such as product sales events.
  - (4) Users are required to obtain the names and details of all participants in advance.
  - (5) Please refrain from any activities that would create any loud noises that would disturb users of other meeting rooms or other occupants inside the building.
  - (6) Usage of a meeting room for an exhibit may incur separate equipment fees.
  - (7) Use of a meeting room that requires application for a permit and notification to the competent public agency shall require approval and be performed by the user (host) by the deadline.
- \* On the day in question, a representative of the competent public agency may conduct an inspection of the contents of the notification and on the instructions and the permit that was granted, so we ask that you make sure to retain copies of the written notification, permit, etc. and be present for the inspection.

- (8) Permission to use the facility cannot be transferred or subleased to any third party without the permission of the facility.
- (9) For health-related reasons, we ask that you do not bring in outside food or drinks. Food and drinks are provided by the facility.
- (10) Dangerous items, rotten items, and heavy items are prohibited in the facility/meeting rooms.
- (11) Please refrain from posting any signs or posters outside of the specified locations. (This also applies to areas such as inside and outside the building, in elevators, etc.)
- (12) Participants shall be responsible for paying compensation for any defacing, damage, or loss of any structural components or equipment of the facility or building.
- (13) Smoking, both inside the facility and inside/outside the building, is prohibited outside designated areas.
- (14) Please take any trash generated during your use of the facility with you when you leave.
- (15) In order to prevent congestion inside the facility (including areas such as the lobby, rooms, elevator halls), we ask that the user appropriately guide participants through the building.
- (16) Each meeting room has the flowchart to help participants respond and evacuate in the event of an emergency (earthquake, fire, etc.). Please make sure that an on-site manager read the flowchart, etc. about what to do in the event of an emergency in advance.

## 7. Disclaimer

Please note that the facility will not be responsible for any of the following.

- (1) Any damages arising from difficulty using the facility or the use of the facility due to a natural disaster, fire, or other unforeseen circumstances.
- (2) Any damages arising from refusal to grant permission or revoking of permission to use the facility due to a violation of the above Section 5 (Restrictions of Use) or Section 6 (Prohibited Items/Precautions).
- (3) Any damages arising from the theft or damage of any valuables such as possessions or cash or any other equivalent items of the user or any third party. (Before bringing an expensive item

- to a meeting room, we ask that you sign up for movable all risk insurance for the item in question.)
- (4) Any damages arising from the theft or damage of any items left installed at or temporarily stored at the facility by the user.
- (5) Even in cases where the user is unable to achieve the anticipated results of their use of a meeting room due to factors such as network communication issues or malfunctioning of machinery/equipment at the facility, the company is unable to pay compensation for any damages in excess of the refunded amount of the "Usage Fees and Equipment Usage Fees".

## 8. Other Items

- (1) In addition to the above, we ask that you adhere to any items deemed by the facility to be necessary for its operation.