

How to use meeting rooms

* Reservation

- Make a reservation from our website.
- Reservations can be made from tomorrow up to 3 months ahead. The minimum reservation unit is 30 minutes.
- For on-the-day reservations, please call the reception and check the availability. (Tel: 03-4533-8000)

* Using the meeting rooms

- One of the users must register as a member at the reception before use. It costs ¥330 (tax incl.) to register. Please note that this registration is different from the online registration to make a reservation account.
- Taking photos or videos is only allowed in meeting rooms.
- Make sure to close the blinds when using flash.
- If the photos/videos will be on any media, an application form is required beforehand.
- Eating and drinking is allowed in the rooms. Please bring your trash to the reception after use.
- Please note that processing fee may be charged if there is too much trash.

* Cancelling / Changing reservations

- Until 3 days before the day of use, cancellation or change of reservations must be made online from "My Page" by yourself.
- Since it is subject to a cancellation fee from 2 days before the day of use, and the system does not allow online cancellation, please call the reception.
- Other than time extension, please note that changes of time/room are also subject to a cancellation fee.
- Cancellation fee: 1-2 day(s) prior: 50% / On the day: 100%
- Even if you are late or finish early, a full amount will be charged for your reserved time. Reservation time may only extend if there are no prior bookings following the end time of your initial reservation.

* Payment

- Payment must be made on the day after use at the reception by cash or credit card.
VISA / JCB / MASTER / AMEX / UC / DINERSCLUB / UFJ / NICOS / TOP
- We do not issue invoices or estimates.
- Please ask the staff for a receipt.

* Equipment

- Every room is equipped with a whiteboard and a monitor (HDMI / D-sub).
- We have some rental MAC adapters but in case of failure, please bring your own.
- We have free Wi-Fi. Ask staff for the password.
- Layout of tables and chairs can be changed only in Room 6,8, and 9.
- All equipment must be put back to their original places after use within the reserved time.

* Rental items ★Tax included

<input type="checkbox"/> Wireless mic set	¥11,000	<input type="checkbox"/> Laser pointer	¥550
<input type="checkbox"/> Video camera & tripod(Canon iVHS HF M25)	¥3,300	<input type="checkbox"/> Pointer	¥550
<input type="checkbox"/> Phone conference system (Polycom)	¥3,300	<input type="checkbox"/> Windows PC	¥1,100
<input type="checkbox"/> Flip charts	¥1,100	<input type="checkbox"/> Bottled water (330ml)	¥200

※Number of items is limited.

* Other

- Meeting room users can only use the reserved room and the Utility Room.
When using the Open Lounge, a separate check-in and payment are required. (¥1,100/h per person)
- Sales of goods, sales activities, solicitation of donations and taking photos/videos outside designated areas, or any other behaviors that cause inconvenience to other customers are prohibited.
- This is a non-smoking facility. There is a smoking room outside MOV on the same floor.
It is also prohibited to bring flammable substances.
- If warnings have been issued concerning strong earthquakes or other natural disasters, the meeting rooms will be unavailable for use.
- If users violate the terms and conditions, or act against public morals, usage of the facility may be terminated immediately.
- In the interest of safety, please supervise children at all times. In the event of an accident, MOV accepts no responsibility.
- The facility is not liable for any troubles caused by transportation problems.
- We do not promote events held in meeting rooms.
- Please refrain from using tapes/ nails on the walls, pillars, or the floor.
If you need a sign stand for your guests, ask the staff.
- Users are liable to pay compensation for any damages caused to equipment or facilities.
Users must bear all responsibility for damages incurred during the usage of the meeting room.
- If you wish to send large or multiple items for your event, please make sure to contact us in advance.

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