

Yokohama City Seya Public Hall

Guide of the use

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Seya Public Hall

190 Futatsubashi Seya ward Yokohama city

TEL : 045-367-5770

FAX : 045-367-5771

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Designated Administrator : Green facilities Seya co.

Seya public hall, as a base of the civic activity that Yokohama citizen use meetings, various events, is facilities installed by Yokohama

1. Facility Summary

Address: 190 Futatubashi Seya ward Yokohama city

TEL: 045-367-5770

FAX: 045-367-5771

Opening Time: 9am to 10pm

Closed days: Every month third Monday. (In the case of a holiday the said day is Tuesday)

The year end and new year holiday. (We may arrange the temporary closed day for the repair maintenance check of facilities.)

Access: Sotetu line, Mitsukyo sta. from a 10minuts walk

□Hall

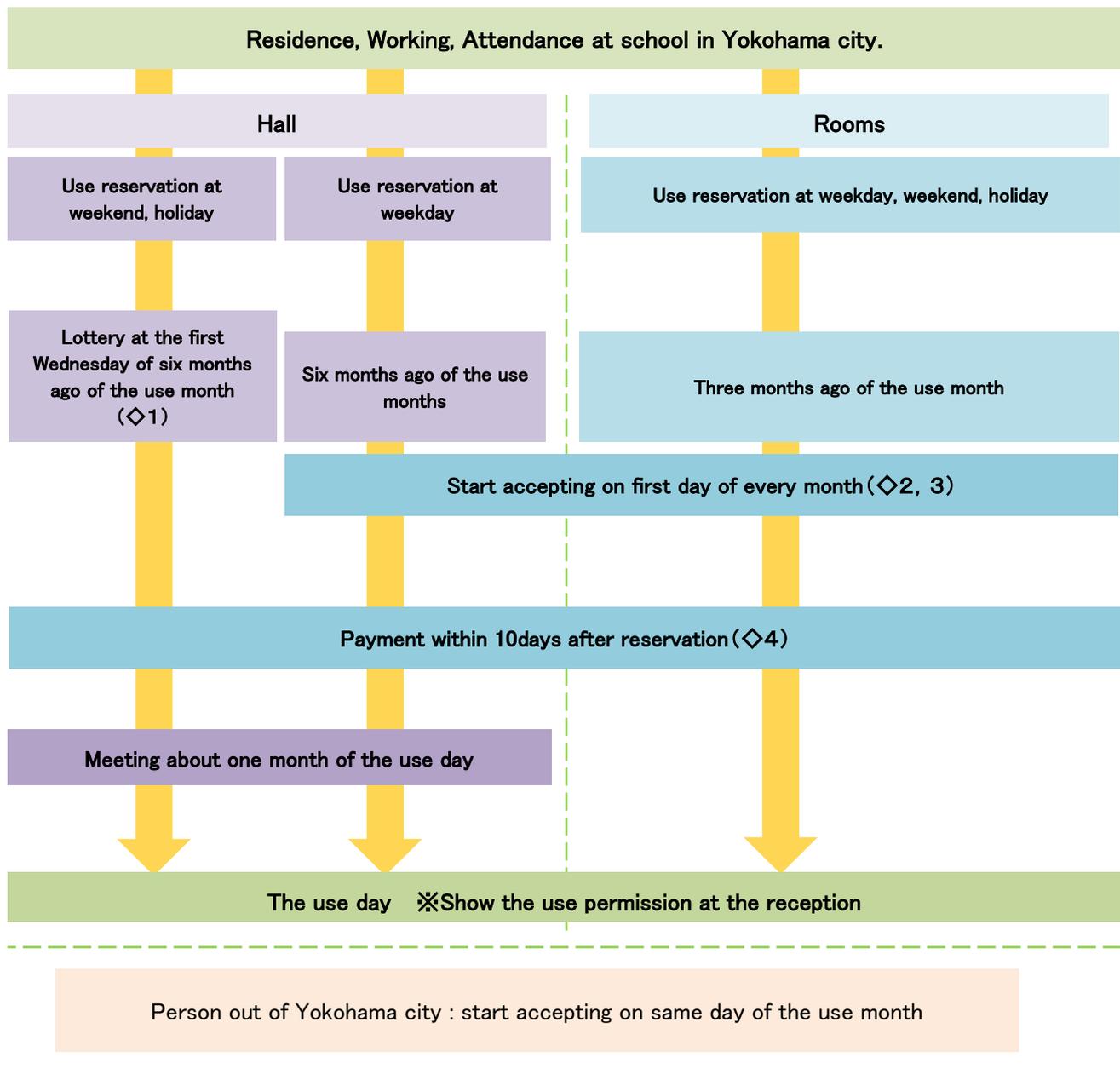
Hall summary					
Stage	Stage frontage : 10.8m Reverberation board frontage : 14.5m Depth : 9m				
Seats	506	Seats : 492(fixing : 434seats+shift : 58seats) wheel chair : 8seats parents and child : 6seats			
room name	capacity	chair	table	area	remarks
Dressing room1	12	12	1	About 24 m ²	Dressing table, mirror,
Dressing room2	12	12	1	About 20 m ²	

※The dressing room1,2 are included in the hall. You cannot use only a dressing room.

■Rooms

Rooms summary					
Room name	capacity	chairs	tables	area	Permanent equipment
Conference room1	18	18	6	About 29 m ²	Whiteboard
Conference room2	18	18	6	About 27 m ²	Whiteboard
Conference room 1+2	36	36	12	About 57 m ²	
Conference room3	18	18	6	About 27 m ²	Whiteboard
Japanese room	15	Cushion 20 Chair 6	Low-table 3	About 16 m ²	Mirror, furnace, whiteboard
Practice room1 (rehearsal room 1)	15	2	1	About 25 m ²	Wall mirror, lesson bar
Practice room2 (rehearsal room2)	15	2	1	About 28 m ²	Upright piano

2. Application for the use and Procedure



- ◇1 Lottery of the hall of weekend, holiday hold on conference room from 9:00am.
- ◇2 Priority to a visit every month for one day, start accepting telephone reservation every month for second day.
- ◇3 When you make a reservation for the hall, you will be given priority to reserve other rooms as well.
- ◇4 Please show us ID card residence, working, attendance at school on Yokohama city at the time of application,

- When a minor applies, please submit written consent of the adult.
- Continuously more than 3 days cannot use.
- When you use a Japanese drum, please tell the staff at the time of a reservation, because a sound is audible in other rooms.

[Payment of the rate]

The payment is total amount cash. As for the payment of equipment (lighting, sound, image) in the use day.

[Change of the use, cancellation after the application]

○ Change the use

- Please do procedure the use day before. The use permission is necessary.
- Even if paid the utilization charge is the deficiency and excess, we cannot return it. The shortage collects it.

○ Cancellation of the use

- When you cancel your use, please contact the Seya public hall immediately.
- A use permission and a receipt are necessary on the occasion of a procedure.

[Return of the use charges]

- If you do cancellation of procedure more than one month of the use day ago, we return 80% of charge.
- If money of return exceeds 10,000yen, we will repay by transfer. Please bring bankbook or copy of bankbook, when you do on the occasion of a return procedure.

(You are responsible for a transfer fee.)

Transfer fee Yokohama bank…(Less than 30,000yen)324yen/(More than 30,000yen)540yen

Other banks…(Less than 30,000yen)648yen/(More than 30,000yen)864yen

- It is 30days later from the end of the month of the application procedure day at the transfer.
- If you apply for plural rooms on the same day, we cannot return about a part of cancellation.
- When it is not available, a reason expect the responsibility of the user, we refund the charge total amount that you already paid.

3. Rejection of the use

The following cases decline the use.

1. When we think to be in danger of public peace, manners and customs.
2. When we think we have a difficulty in management.
3. When you mainly may use the hall to display some goods, and to sell them.
4. When you may cause disturbance the meeting have.
5. Others
 - When you may disturb good manners and customs.
 - When you may be the disaster outbreak with dangerous materials.
 - When you may perform violence collectively and habitually.
 - When you may damage facilities and equipment.
 - When you may use for funeral.
 - When you may not obey instructions of facilities management.
 - When you may use exceeding capacity.
 - When you mainly may use for Sale or advertisement.
 - When we recognize you may include falsehood on the application.
 - When we recognize it as other needs.

4. Cancellation of the use

1. When you may violate Yokohama city public hall regulations.
2. When you may violate instructions based on the Yokohama city public hall regulations.
3. Others
 - When we may correspond to rejection of the use.
 - When we are given earthquake or caution declaration of earthquake.
 - When there is a fire in a neighborhood.
 - When danger is expected by storm and flood damage.
 - When we recognize it as other needs.

5. Request on using

[Person of the use in a hall]

- Please make arrangements approximately one month ago of the use day. Please contact the hall beforehand.

[About the use of the day]

- Please show the use permission at the reception before the use.
- It includes from preparations to clean up in the use time.
- When you leave the hall, the equipment which you used to be put in order, please receive confirmation from the hall staff.
- When there are damages or less of the hall equipment, you may have to compensate it.
- You cannot use the musical instrument in the conference room 1,2.
- The lost property keeps it temporarily in the hall office, we send it to the Seya police station regularly.
- When you use a tea set, please bring a dishcloth.
- When you place a sign board or reception on the corridor, please prevent them from passengers.
- The caretaker of the baggage cannot do it beforehand.
- Security cameras are installed in the rehearsal rooms to record accidents. But we do not monitor.

[Publicity • Advertisement]

- Please mention a phone number as the name of the promoter for publicity of event (poster, flier, ticket) and advertisement (newspaper, radio, television). Please do not mention the phone number of Seya public hall.

[Notice of the guidance]

- The poster to the wall is prohibition. If you want to do, please consult our office beforehand.

[About garbage]

- Please take the garbage home.

[No smoking, Eating and drinking]

- Smoking is not permitted in the facility, and except the designated place cannot eat and drink.

6. Use of the elevator

Please use the common use elevator with the ward office.

7. About the parking area, the bicycle parking area

The Futatsubashi park basement parking is available.

[Utilization time, parking rate]

• 8:00~22:30

※The storage of entrance and exit out of the utilization time is not done, please be careful.

Weekday		Weekend & Holiday	
8:00~22:30	30min/150yen	8:00~22:30	30min/150yen
22:30~8:00	60min/100yen	22:30~8:00	60min/100yen
		One day maximum rate (Only for weekend & holiday)	800yen

[The person who is available free at uniformity time]

<ul style="list-style-type: none"> • Handicapped persons and their protectors ※It is necessary to show handicapped person book. • Person using low-emissions vehicle ※It is necessary to show automobile inspection certificate. Object: electric vehicle, plug in hybrid vehicle, Fuel-cell vehicle, natural gas vehicle No object: hybrid vehicle 	Use time free of charge
<ul style="list-style-type: none"> • The person who came for use application of the public hall. 	Free from warehousing for 30min.
<ul style="list-style-type: none"> • Organizer using the hall. 	Free to <u>three</u> vehicles at the use time.

- ※ Even if a reception counter desk is crowded, you should be charged a fee if you over free time.
- ※ When you come to the ward office, please use public transportation as much as possible.
We ask for your understanding and cooperation.
- ※ When the underground toll parking lot is crowded, please avoid turning right into the parking lot and line up behind the waiting vehicle to enter the parking lot by turning left.

8. About the rental of common use equipment

Common use equipment is that a visitor of which room is available.

Common use equipment list			
Article name	Quantity	Rate of ldivision	remarks
Pot	5	Free	
Teapot	4		
Tea cup	60		
Aluminum tray	4		
Independence screen	1		
Long desk	6		
Chair	8		
Extension cable	2		
Music stand	5		Foldable
Carriage	2		
Whiteboard	3		width: about 20 cm Length: about 90 cm
A 4 signboard	2		
Projector	1	¥2,000	With Laser pointer
OHP (overhead camera)	1	¥2,000	
CD・Cassette deck	1	¥1,000	
Microphone with speaker	2	¥1,000	CD・cassette (available for use)
Power supply	1kw	¥200	※1kw per ¥200

9. Use list of charges

【Facility/use of charge】

Room name	Time Division	AM 9:00~12:00	PM 13:00~17:00	Night 17:30~22:00	All day 9:00~22:00
Hall	Weekday	15,000 yen		14,000 yen	29,000 yen
	Weekend, holiday	18,000 yen		16,800 yen	34,800 yen
Conference room1	Weekday	500 yen	700 yen	800 yen	2,000 yen
	Weekend, holiday	600 yen	840 yen	960 yen	2,400 yen
Conference room2	Weekday	500 yen	700 yen	800 yen	2,000 yen
	Weekend, holiday	600 yen	840 yen	960 yen	2,400 yen
Conference room3	Weekday	600 yen	800 yen	900 yen	2,300 yen
	Weekend, holiday	720 yen	960 yen	1,080 yen	2,760 yen
Japanese room	Weekday	500 yen	700 yen	800 yen	2,000 yen
	Weekend, holiday	600 yen	840 yen	960 yen	2,400 yen
Practice room1 (Rehearsal room)	Weekday	700 yen	900 yen	1,000 yen	2,600 yen
	Weekend, holiday	840 yen	1,080 yen	1,200 yen	3,120 yen
Practice room2 (Rehearsal room)	Weekday	800 yen	1,000 yen	1,200 yen	3,000 yen
	Weekend, holiday	960 yen	1,200 yen	1,440 yen	3,600 yen

【Surcharge of the use charge】 ※It is an additional charge in case of the bellow. (H20/4/1)

① When a user collects kinds of admission fee.

Admission fee above 1000yen less than 2000yen……5surcharges

Admission fee above 2000yen……10surcharges

- Preparations and rehearsal on the day before, we do not apply for cleaning up on the following day.
- We apply for additional fee about the bellow.

☆paid advance tickets, paid numbered tickets ☆document charges, materials charges, text charges

☆tuition fee, examination fee ☆performance fee, participation fee

② When a trouble grieves management administration, you can extend use time less than one hour.

However we collect charge of the 30% increase of the rule rate. When you exceed it and use it until the next use division, we collect charge of the next division.

【Equipment charge list】

Room name	Equipment	AM 9:00~12:00	PM 13:00~17:00	Night 17:30~22:00	All day 9:00~22:00
Hall	Grand piano	1,500 yen	1,500 yen	1,500 yen	4,500 yen
	Image	2,000 yen	2,000 yen	2,000 yen	6,000 yen
	Lighting	1,500 yen	1,500 yen	1,500 yen	4,000 yen
	Microphone	1,500 yen	1,500 yen	1,500 yen	4,000 yen
	Sound	1,000 yen	1,000 yen	1,000 yen	3,000 yen
Practice room2 Rehearsal room	Upright piano	1,000 yen	1,000 yen	1,000 yen	3,000 yen
Power supply		1kw per 200 yen ※bringing machine			