Rent Board Room guidance

classroom,seminar room,training meeting place,adoption seminar,trial meeting,interview meeting place

Facility Name	Ebisu Tower Rent Board Room Service
Address	1F Ebisu Tower,2-8 Honmachi, Shunan-City Yamaguchi Pref.,745-0036,Japan
Telephone reservation	+81 834-34-9965 I would like the reservation from one hour.
Website	
Closest railway station	JR Tokuyama Station
Business hours	10:00～ 17:00
Reception hours	10:00～ 17:00
RoomA(3F)	The desk and the chair for 8 people
RoomB(2F)	The desk and the chair for 20 people
Regular closing day	New Year holidays, Sundays and holidays
Payment method	Cash payment in advance
Other equipment and facilities	restroom,whiteboard, longdesk,chair





Please take the garbage home by yourself.

Basic charge

(Tax included)

Room name Seating capacity	Day of week Business hours o'clock	Forenoon 10～12	Postmeridian 13～17	After hours (nocturnal) 18～9	Last date 10～17
Room A (3F) 1～8user	Weekday	￥2000 Per hour	￥2000 Per hour	✖	￥14000
	Saturdays	￥2000 Per hour	￥2000 Per hour	✖	￥14000
Room B (2F) 1～ 20user	Weekday	￥3000 Per hour	￥3000 Per hour	✖	￥21000
	Saturdays	￥3000 Per hour	￥3000 Per hour	✖	￥21000

Per week	￥50000
Per month	￥200000

How to make a reservation

Please check availability by telephone.
Call +81 834349965

Please submit a paper
【 Application Form 】
A cancellation fee will arise.
We will add up it from the reporting date.

30 days ago～2 1days ago cancellation charge	30%
20 days ago～ 11days ago cancellation charge	50%
10 Days ago～ 4days ago cancellation charge	75%
3 Days ago～ current day cancellation charge	100%

You can make the tentative reservation,which is until one month ago.
You can confirm the space situation of the room and please give us a tentative reservation application.
In the case of less than one month, it is reserved the book.
We cannot accept the tentative reservation on the telephone.

Issue of bill and charge payment method
It is cash payment in advance.The additional charge is a cash adjustment on that day.
We publish a receipt.

NOTICE:Credit card and debit card is unavailable

Final meeting
Please identify the layout and the participation number of people.

On the day of the usage
We do an open lock.The admission is possible for 15 minutes.

Rent Board Room Application Form

Application Date / / ☐Trial Application Period of validity Date / /

Company	Section
Name	Call
Name for issuing an invoice	FAX
Address	A bill addressee
Purpose of use：example,an English class,meeting	Purpose of use：

I agree with the terms of this service

Room type A or B	Date of Use	Time of Use
	/ /	: ～ :
	/ /	: ～ :

I agree with the change cancellation agreement.
Please check ☑ contents for change.

☐Time change：
☐Room change：
☐A change of date：
☐Cancel Reservation：

Dear Ms.the visitor whom I want to cancel.
You must defray the cancellation charge.

When repayment occurs,please write a transfer account.

Bank Name：	Branch Name：
Account： ☐ordinary deposit ☐current deposit	(Select one and check it please☑)
Account Number：	Name of a bank account holder：

30 days ago～2 1days ago cancellation charge	30%
20 days ago～ 1 1days ago cancellation charge	50%
10 days ago～ 4days ago cancellation charge	75%
3 days ago～ current day cancellation charge	100%

Terms Of Service

Precaution

Because you cancel a use stop or a reservation promptly, in the case of next, please warn him regardless of the whole reservation during use.In this case, for any damage of an occurring visitor, approve us beforehand because you do not take all responsibility.

- Non-compliance,Act against public order and morals
- The use except the use purpose of the application
- Perform a transfer sublet of all or part of the usufruct of our facilities to a third party without permission
- The act that other visitors come to trouble
- The act that might let I damage facilities facilities and damage
- Ignition or carry-on of flammable article and dangerous materials
- The facilities are all the buildings smoking cessation.
- The use of gang or other antisocial power.
- Article sale without the permission of our facilities, a donation, a notice, distribution of the printed matter, the photography except the event record or act to be similar to this.
- It is a nuisance or the act that I might give discomfort to around megavolume, vibration, the outbreak of the bad smell.
- In addition, the act that our facilities recognize as inadequacy in management administration
- When you cannot look after Terms of Use

Compensation for damages and immunity from responsibility

- On the occasion of the use such as facilities and the equipment, please be careful about damage,

  All people concerned using it approve it by any chance when We are damaged, and facilities and equipment are damaged because We have you repair the damage.
- We manage it in the responsibility of the visitor, and, about the articles of all people concerned using it, please keep it.

  It becomes similar about the articles mailed, and thank you for your understanding beforehand because we do not take all responsibility in us.
- Because you do not take all responsibility, about the damage with theft, a disaster using, approve us beforehand.

  In addition, please bear the compensation responsibility for the human material damage that occurred at the time of the use in visitors
- Malfunction occurs in this museum facilities because of outbreak of a natural disaster, the emergency and shall compensate it with repayment of the amount of existing transfer when you become unavailable, and approve the further responsibility beforehand because you cannot be due.

The others

- When a special machine, equipment are carried in by photography, an interview, you need our approval beforehand
- For a disaster, an accident, please confirm the positions such as an emergency exit, the fire extinguisher beforehand
- Please act according to instructions of the staff calmly and quickly by any chance when an accident occurs
- Because it is not completely equipped, the parking lot, please use a parking of the neighborhood
- Please go in visitors about the common knowledge of the meeting place, the instruction.

We hope that you do not list the phone number of us and the reception desk in prepared guide books on this occasion.
Thank you for your understanding agency beforehand entirely by any chance even if listed because we cannot guide you.

Protection of personal information

Management of the personal information

We collect personal information by appropriate means and handle it within the use purpose.

In addition, We take appropriate safety measures and a necessary corrective action to prevent loss of the personal information that we collected, a leak, manipulation.

How your personal information is used

We consider the use of the personal information that we collected enough not to spoil the right of the visitor for accomplishment of the meeting room business administration for rent as far as it is necessary and perform it.

Third party offer of the personal information

Except the following case, We cannot offer personal information to the third party without an agreement to the person.

- When disclosure is demanded by laws and ordinances
- When there is the request of the offer from the public institutions such as a court, the police, and we judge it if reporting is proper under normal social conventions even if there is not the agreement of the person.

Personal information disclosure method

If there is the proposal from the visitor person, I disclose it only when the confirmation that is the person is produced