

Yokohama City Seya Public Hall

User Guide

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Seya Public Hall

190 Futatsubashi Seya ward Yokohama city

TEL:045-367-5770

FAX:045-367-5771

Mail:info@seya.hall-info.jp

HP:<https://seyakokaido.hall-info.jp>



Designated Administrator: Green facilities Seya Co., Ltd.

Seya Public Hall, as a base for civic activities where citizens can hold meetings and various events, is a facility established by the city of Yokohama.

1. Facility Overview

| | |
|--------------|---|
| Address | 190 Futatubashi Seya ward Yokohama city |
| TEL | 045-367-5770 |
| FAX | 045-367-5771 |
| Opening Time | 9:00 AM to 10:00 PM |
| Closed | The third Monday of each month (or the following Tuesday if that Monday is a public holiday). The year-end and New Year holidays. (We may arrange temporary closed days for repair, maintenance, or inspection of facilities.) |
| Access | Sotetsu Line, Mitsukyo Station, a 10-minute walk. |

□Hall

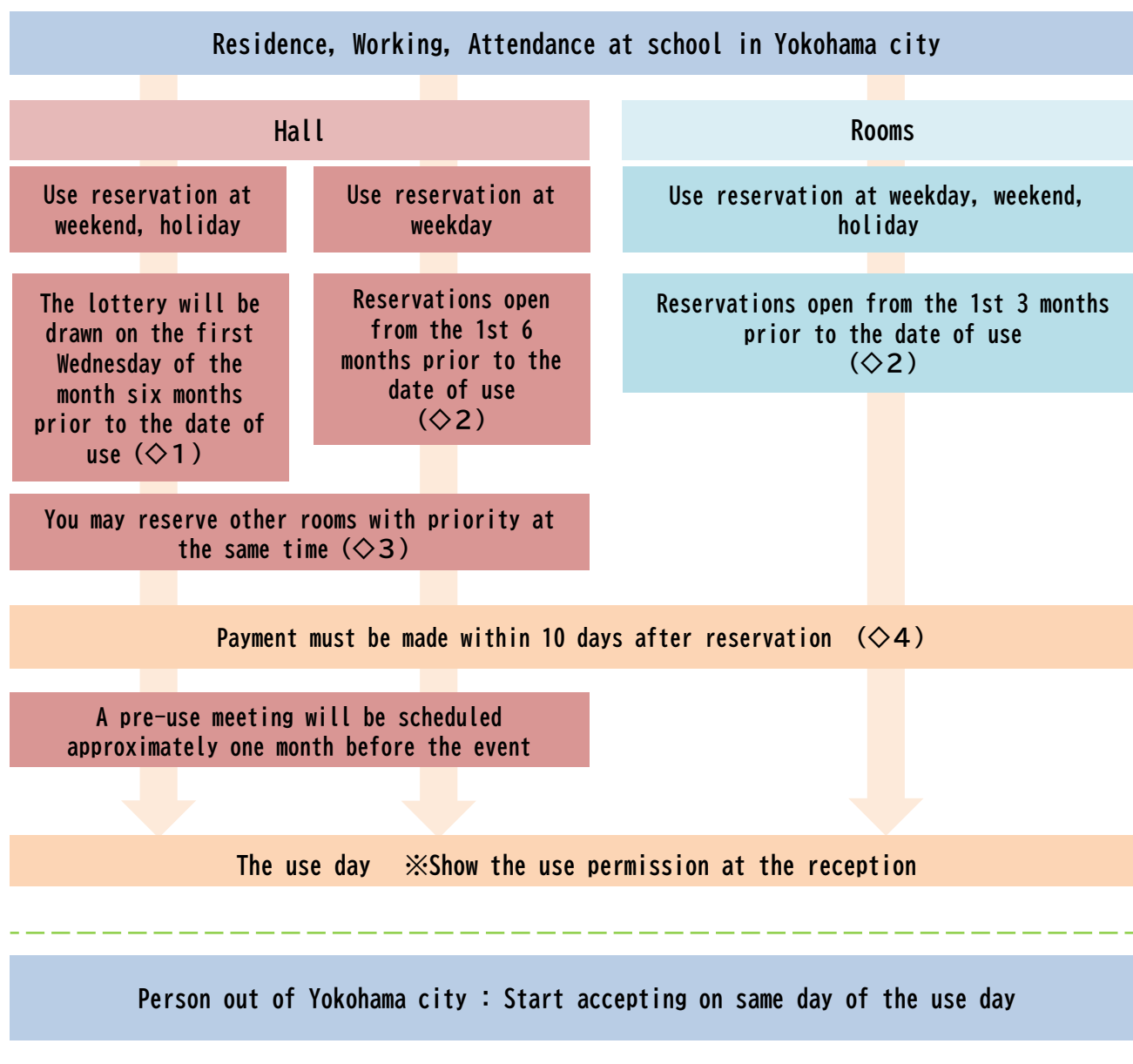
| Hall summary | | | | | |
|-----------------|--|---|-------|-------------------------|------------------------|
| Stage | Stage frontage : 10.8m Reverberation board frontage : 14.5m Depth : 9m | | | | |
| Seats | 506 | Seats : 492 (Fixed: 434 seats + Movable: 58 seats) Wheelchair Space: 8 seats Family seating: 6 seats (in 2 rooms) | | | |
| Room name | Capacity | Chair | Table | Area | Remarks |
| Dressing room 1 | 12 | 12 | 1 | About 24 m ² | Dressing table, mirror |
| Dressing room 2 | 12 | 12 | 1 | About 20 m ² | |

※Dressing room 1 and 2 are included in the hall. You cannot use only a dressing room.

■Rooms

| Room name | Capacity | Chairs | Tables | Area | Permanent equipment |
|---------------------|----------|-----------------------|-------------|-------------------------|-----------------------------|
| Conference room 1 | 18 | 18 | 6 | About 29 m ² | Whiteboard |
| Conference room 2 | 18 | 18 | 6 | About 27 m ² | Whiteboard |
| Conference room 1+2 | 36 | 36 | 12 | About 57 m ² | |
| Conference room 3 | 18 | 18 | 6 | About 27 m ² | Whiteboard |
| Japanese-style room | 15 | Cushion 10 Chair 6 | Low-table 3 | About 16 m ² | Mirror, furnace, whiteboard |
| Rehearsal room 1 | 15 | 2 | 1 | About 25 m ² | Wall mirror, lesson bar |
| Rehearsal room 2 | 15 | 2 | 1 | About 28 m ² | Upright piano |

2. Application and Procedure



- ◇1 For weekend and holiday hall bookings, a lottery is held in the conference room at 9:00 AM on the first Wednesday six months in advance.
- ◇2 On the first day, only direct reservations will be accepted. Phone reservations will begin the next 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.
 - Use for more than three consecutive days is not permitted.
 - If you plan to use a Japanese drum, please notify the staff when making your reservation, as the sound may affect other rooms.

[Payment of the rate]

Payment must be made in full in 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

- If you wish to change the reservation, please complete the procedure by the day before your reservation. Please be sure to bring your permission slip with you when making the change.
- If there is an overage or shortfall in the usage fee already paid, the amount already paid will not be refunded. The shortfall will be collected.

○ Cancellation of the use

- If you wish to cancel, please contact Seya Public Hall as soon as possible. Please be sure to bring your usage permit (and receipt, if issued) with you when you do so.
- If you complete the refund procedure at the reception desk more than one month before the date of use (if you change the date of use, the date before the change), 80% of the usage fee will be refunded. (If the changed date of use is before the original date of use, the changed date of use will be used as the basis for judgment.)
- If the refund exceeds 10,000 yen, it will be made by bank transfer. When making the refund procedure, please bring a bankbook or a copy of the bankbook that shows the bank account details. Please note that the bank transfer fee will be borne by the customer.

Transfer fee: Yokohama bank ... (Less than 30,000 yen)110 yen / (More than 30,000 yen)330 yen

 Other banks ... (Less than 30,000 yen)385 yen / (More than 30,000 yen)550 yen

- The transfer will be made to "Green Facilities Seya Co., Ltd." on the last day of the month following the return procedure date. (This may vary depending on the financial institution.)
- If you have applied for multiple rooms on the same day, there will be no refunds for partial cancellations.
- If the service becomes unavailable due to natural disasters such as a typhoon or snow, or other reasons beyond the user's control, we may refund the full amount of the service fee already paid.

3. Conditions for Denial of Use

We will refuse your use in the following cases.

1. When we think there is a danger to public peace, manners, and customs.
2. When we think we have a difficulty in management.
3. When you used primarily for the display and sale of goods.
4. When you may cause disturbance the meeting have.
5. Others
 - When you may disturb good manners and customs.
 - When you may cause a disaster outbreak with dangerous materials.
 - When you may perform violence collectively and habitually.
 - When there is a risk of discriminatory speech or behavior as defined in the "Act on Promotion of Measures to Eliminate Unfair Discriminatory Speech and Behavior Against People Originating from Outside Japan" being committed, and it is determined that there is a high possibility that such speech or behavior will cause confusion.
 - 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 otherwise deemed necessary.

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 an earthquake occurs or an earthquake warning is issued.
 - When there is a fire in a neighborhood.
 - When danger is expected due to storm and flood damage.
 - When otherwise deemed necessary.

5. User Guidelines

[Person of the use in a hall]

- Please make arrangements approximately one month before 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.
- Reservation times include set up and clean up.
- When you leave the hall, please return all equipment you have used to its original locations.
- When there are damages or loss of the hall equipment, you may have to compensate it.
- You cannot use the musical instrument in conference rooms 1 and 2.
- Lost items will be temporarily kept at the Public Hall Office and will be reported to Seya Police Station on a regular basis.
- 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.
- We do not accept any luggage or other items or deliveries.
- Security cameras are installed in the rehearsal rooms to record accidents. But we do not monitor.

[Publicity and 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 list the telephone number of Seya Public Hall as the contact information.

[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. About 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.

[Business hours, parking rate]

•8:00 AM to 10:30 PM

※No entry or exit is permitted outside business hours.

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

[People who can use the parking lot for free]

| | |
|---|--|
| <ul style="list-style-type: none"> Handicapped persons and their protectors. ※It is necessary to show handicapped person book. Persons using low-emissions vehicles. ※It is necessary to show automobile inspection certificate. (Electric vehicle, plug in hybrid vehicle, Fuel-cell vehicle, natural gas vehicle. Excludes 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 for 30 min after entry. |
| <ul style="list-style-type: none"> Organizer using the hall. | Free to three 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.
- ※ 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 Use Equipment

Common use equipment is available to visitors of any room.

| Article name | Quantity | Per time slot | Remarks |
|-----------------------------|----------|---------------|--|
| Pot | 5 | Free | |
| Japanese teapot (Kyusu) | 7 | | |
| Tea waste ball (Chakoboshi) | 4 | | |
| Japanese teacup (Yunomi) | 60 | | |
| Aluminum tray | 4 | | |
| Ceremonial tray | 1 | | |
| Jug | 1 | | |
| Freestanding screen | 1 | | Approximately 100 inches |
| Indicator stick | 1 | | |
| Long desk | 10 | | |
| Chair | 8 | | |
| Power extension cord | 8 | | |
| Music stand | 10 | | Foldable |
| Music stand light | 10 | | |
| Carriage | 2 | | |
| Whiteboard | 3 | | Width: approximately 20 cm, Length: approximately 90 cm |
| Signboard | 2 | | |
| Vertical Wooden Sign | 1 | | Width: 40 cm, Length: 180 cm |
| Wheelchair | 1 | | |
| Hanger rack | 1 | | |
| Mat | 7 | | |
| Vacuum cleaner | 1 | | |
| Projector | 1 | 2,000 yen | With Laser pointer |
| OHP (Overhead projector) | 1 | 2,000 yen | |
| DVD player | 1 | 2,000 yen | |
| Microphone with speaker | 2 | 1,000 yen | Compatible with CDs and cassette tapes |
| Power supply | 1kW | 200 yen | ※200 yen per 1kW |

9. Usage Fee List

【Facility / Usage fee table】

| 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 room 1 | Weekday | 500 yen | 700 yen | 800 yen | 2,000 yen |
| | Weekend, holiday | 600 yen | 840 yen | 960 yen | 2,400 yen |
| Conference room 2 | Weekday | 500 yen | 700 yen | 800 yen | 2,000 yen |
| | Weekend, holiday | 600 yen | 840 yen | 960 yen | 2,400 yen |
| Conference room 3 | Weekday | 600 yen | 800 yen | 900 yen | 2,300 yen |
| | Weekend, holiday | 720 yen | 960 yen | 1,080 yen | 2,760 yen |
| Japanese-style room | Weekday | 500 yen | 700 yen | 800 yen | 2,000 yen |
| | Weekend, holiday | 600 yen | 840 yen | 960 yen | 2,400 yen |
| Rehearsal room 1 | Weekday | 700 yen | 900 yen | 1,000 yen | 2,600 yen |
| | Weekend, holiday | 840 yen | 1,080 yen | 1,200 yen | 3,120 yen |
| Rehearsal room 2 | 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. (April 1, 2008)

① When a user collects kinds of admission fee.

Admission fee over 1,000 yen less than 2,000 yen……5% surcharge

Admission fee over 2,000 yen……10% surcharge

- 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 If there are no operational or management issues, you may extend your usage time for up to one hour.

However, we will charge an additional 30% of the standard rate. When you exceed it and use it until the next use division, we collect charge of the next division.

【Equipment / Usage fee table】

| 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 |
| | Projector | 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 |
| Rehearsal room 2 | Upright piano | 1,000 yen | 1,000 yen | 1,000 yen | 3,000 yen |
| Power supply | | 200 yen per 1kW ※bringing machine | | | |