

User Guide for the Hall (Stage)

July 4, 2025

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Designated Administrator: Green Facilities Seya Co., Ltd.

1. Hall (Stage) of the Use

<About the use>

- ◆ Your reserved time includes preparation and cleanup.
- ◆ Users are responsible for preparation, stage management, direction, lighting operation, sound operation and reception management on the day of use. The hall staff explains usage. (If you are unable to operate the equipment, please hire a professional technician.)
- ◆ When using the hall, parking spaces at the hall entrance can be used.

<Request about the public information>

- ◆ We place event information in the homepage and 『News of the event』. If you would like to have your event information published in these, please fill out the application form provided to you at the time of application and submit it by the deadline.
- ◆ We can post a flyer and poster in the public hall. (A4 size for 30 pieces)
(Please note that posting space may not always be available.)
- ◆ In the case of the publication of the flyers, please warn the following.
 - ① Please mention a phone number as the name of the promoter for publicity of event and advertisement. (Poster, flier, ticket, etc.)
 - ② Please do not list the telephone number of Seya Public Hall as the contact information.
 - ③ Please advise visitors to use public transport.
 - ④ Please list correctly the place name, address and telephone number.

<About one month ago stage meeting>

- ◆ When you use the hall, please make arrangements approximately one month before of the use day. Please contact the hall beforehand.
- ◆ Please fill out the meeting form and bring it with you to the meeting. If you have any other documents, please bring them. (Program, time schedule, drawing, etc.)
- ◆ The meeting will take approximately 30 minutes to 1 hour.
- ◆ Please make sure that the person who understands stage progression attends the meeting.
- ◆ Please report the special event of the following contents. A user, please perform the procedure. In addition, please talk with the staff before giving a report.

Contents	Submit place	Address	Tel
Use of Fire	Yokohama city Fire department	190 Futatsubashi, Seya ward, Yokohama City	045-362-0119
Serving Food	Yokohama city public health center	6-50-10 Hon, Naka ward, Yokohama City	045-671-4182
Copyright	JASRAC Yokohama branch office	1-3 Hon, Naka ward, Yokohama City	045-662-6551

2. Facility Summary

Hall summary					
Stage	Stage frontage: 10.8 m Reverberation board frontage: 14.5 m Depth: 9 m				
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	

- ◆ You can remove 4 lines (58 seats) from the front row of seats.
- ◆ There is change of clothes space in the dressing room each.

3. Stage Equipment Charge List

- ◆ Equipment and facilities of the hall are available, but please talk with the staff before the use.
- ◆ Please pay the incidental facilities bill that you use in cash on the day of use.
(It does not take rate of the piano tuning time.)
- ◆ When tuning a piano, please use 440-445Hz.
If the pitch has been changed significantly, please re-tune it within the usage time.

Equipment	1 class charge	All-day charge	Free usage period
Grand piano	1,500 yen	4,500 yen	Tuning time
Upright piano	1,000 yen	3,000 yen	
Lighting	1,500 yen	4,000 yen	Test time (The maximum test time is 30 minutes.)
Microphone	1,500 yen	4,000 yen	
Sound	1,000 yen	3,000 yen	
Projector	2,000 yen	6,000 yen	

<The use of the operation equipment>

- ◆ A person operating stage facilities is necessary for users.
We explain the operation than the staff. (There is each equipment manual.)

Operation equipment	Necessary number of people	Operation place	remarks
Curtain/baton	1	Left side of the stage	
Microphone	1	Left side of the stage	The normal use: wireless mic 4, wired mic 2
Sound	1	Left side of the stage	Cassette, CD, MD, brought-in equipment
Light	1	Left side of the stage / 3F lighting room	
Pin spotlight	1-2	3F pin spotlight room	
Projector	1	Left side of the stage	DVD / BD / PC

※Picture may not appear depending on an brought-in equipment. Please confirm it in advance.

<Preparations and clear up time >

Contents	Necessary number of people	Preparation and cleanup time
Reverberation board	4-6 people	30-40 min
Chorus stand	2-4 people	10 min
Stage platform	4-10 people	15-30 min
Movable seat disassembly	4-10 people	15-30 min
Piano	3-4 people	5-10 min
Gold folding screen	1-2 people	5-10 min

4. Request on Using

<About the use of the day >

- ◆ Please bring your use permission on the use day. Show a use permission in the reception desk, and please have the staff confirm it.

<Former condition return>

- ◆ When you leave the hall, please return all equipment you have used to its original locations.
- ◆ When there are damages or less of the equipment, you may have to compensate it. Please report to the staff.

<Evacuation instructions and disaster prevention staff list>

- ◆ Please submit 『Refuge instruction and member of disaster prevention cooperation』 for an earthquake, fire. Please select a number of cooperation per 100 visits.
- ◆ Do not exceed the seating capacity. Standing in the aisles or behind seats is not allowed.

<Lost property>

- ◆ Lost items will be temporarily kept at the Public Hall Office and will be reported to Seya Police Station on a regular basis.

<Eating and drinking, smoking>

- ◆ Smoking is not permitted in the public hall. Eating and drinking are not allowed on the stage, in the seating area, or in the 1st-floor.
- ◆ When you use a tea set, please bring a dishcloth.

<Garbage>

- ◆ Please take the garbage home with you.