

[Open Area Event Terms of Use]

1) inform

Please inform HAPON Shinjuku in advance about the contents of announcements and guidance to the outside.

2) Prohibited carry-on

Firearms, stoves, electric cookers, items that make loud noises, and items that stain the facility are prohibited.

3) music and noise

BGM is possible, but the use of musical instruments is negotiable. This facility has a shared office, and this building is an office building, so we do not accept social gatherings or parties that are expected to be extremely loud or noisy.

4) Party use

Regarding party use, we will check the content based on 3) and judge whether it can be used.

5) Eating and drinking event

• You can bring your own items only when the space is reserved, but please be sure to let HAPON Shinjuku know in advance if you need to bring items such as catering. If you do not notify us in advance, we will refuse to bring it in.

• Items with strong odors are prohibited. Also, please be sure to take your trash home with you.

6) smoking

Our building is completely non-smoking. Please understand in advance.

7) Cleaning

Please clean up after the event.

• Basically, please take out the garbage generated by the use of the facility. • If you bring your own food and drink, we will give you a garbage bag in advance so that you can dispose of your garbage on the first floor instead of in the trash can inside the HAPON facility.

• For general garbage, there is a garbage collection area on the first floor of the building.

• If it is very dirty, there may be a separate cleaning fee (actual cost).

8) Setup/Takedown

As a general rule, "users" will be asked to set up during the reserved time.

After use, please restore it to its original state within the reserved time. We basically refuse to extend the time, but if it is unavoidable, we will charge an extension fee in 15 minute increments.

9) Others

- When bringing special machines or equipment into this facility, or when using them for filming/interviewing, etc., please be sure to obtain approval from HAPON Shinjuku in advance.

- Please note that shared office users may come and go during events as the shared office is attached.

10) Disclaimer

Please note that the facility cannot be held responsible in the following cases. •Any damage caused by the use of this facility when it becomes difficult to use this facility due to natural disasters, fires, or other force majeure.

- Any damage caused by theft or damage of belongings of the user or a third party, valuables such as cash, or other similar items.

Regardless of the permission for use, if this facility determines that it violates this agreement, the use will be canceled or suspended. In this case, the usage fee received will not be refunded.

HAPON Shinjuku