

# Kobe International Conference Center Facilities rental charge

## Full Facility Rental (Basic Usage Hours: 9:00 - 21:00)

(Unit: JPY)

Facility Category	Basic Rental Fee (9:00 - 21:00)	Overtime (Per 30 min)
(A) All Facilities	1,380,000	106,000
(B) All Facilities (Excl. 5F Meeting Rooms)	1,076,000	83,000
(C) All Facilities (Excl. Main Hall)	1,216,000	102,000
(D) All Facilities (Excl. Main Hall & 5F)	871,000	73,000

## Facility Usage Fees

Facility / Floor		Area (sqm) (Layout/Seats)	All Day (9-21)	Morning & Afternoon (9-17)	Afternoon & Night (13-21)	Morning (9-12)	Afternoon (13-17)	Night (18-21)	Overtime (Per 30 min)	
Main Hall (Weekdays)		829 (Theater) (692seats)	251,000	160,000	213,000	87,000	113,000	132,000	23,000	
Main Hall (Holidays)			331,000	233,000	287,000	130,000	150,000	170,000	28,000	
3 F	International Conference Room (301)	387 (School) (240seats)	312,000	214,000	242,000	104,000	135,000	135,000	27,000	
	Reception Hall	272	166,000	114,000	130,000	55,000	72,000	72,000	14,000	
	302	66	41,000	28,000	32,000	14,000	18,000	18,000	4,000	
	303 304-307	40 42	26,000	18,000	20,000	10,000	12,000	12,000	3,000	
4 F	M e d i u m  a n d  R o o m s  M e e t i n g	401	130 (School) (78seats)	82,000	57,000	63,000	28,000	35,000	35,000	7,000
		402	99 (School) (54seats)	63,000	42,000	49,000	21,000	27,000	27,000	6,000
		403	100 (U-shape) (36seats)	63,000	42,000	49,000	21,000	27,000	27,000	6,000
		404-406	62・64・64 (U-shape) (24seats)	41,000	28,000	32,000	14,000	18,000	18,000	4,000
		407	42 (U-shape) (18seats)	26,000	18,000	20,000	10,000	12,000	12,000	3,000
5 F	501・502	各233 (School) (150seats)	148,000	102,000	113,000	49,000	64,000	64,000	13,000	
	503~505	82・90・95 (School) (42・42・51seats)	63,000	42,000	49,000	21,000	27,000	27,000	6,000	

Main Hall Rates: Only the Main Hall has separate rates for Weekdays (Mon-Fri) and Holidays (Sat, Sun, Public Holidays); all other rooms have the same rates for both.

## Cancellation Fees

Facility Category	Date of Cancellation	Cancellation Fee
All Facilities Main Hall Int'l Conf. Room All 4F Rooms All 5F Rooms	Up to 6 months before the use date	10% of basic rental fee
	6 months to 3 months before the use date	30% of basic rental fee
	3 months to 1 month before the use date	50% of basic rental fee
	Less than 1 month before the use date	100% (Full amount)
Reception Hall Rooms 302-307 / 401-407 / 501-505 All Facilities (including partial cancellations)	Up to 3 months before the use date	None
	3 months to 10 days before the use date	10% of basic rental fee
	Less than 10 days before the use date	100% (Full amount)

### Notes

- **Surcharge:** A 1.5x surcharge applies if admission fees of 5,001 JPY or more are charged or if goods are sold.
- **Preparation Rate:** Usage for preparation or rehearsal (excluding overtime) is 50% of the basic rental fee (excluding rooms 302-307.)
- **Unlocking:** Keys will be handed over 10 minutes prior to the scheduled start time.
- **Technical Personnel:** The Main Hall requires stage, audio, and lighting staff (min. 1 each); the International Conference Room requires audio staff (min. 1)
- **Discounts:** (Discounts cannot be combined)
  - ・A 10% discount applies if all Conference Center facilities and all rooms in at least one building (1-3) of the Exhibition Hall are used together.
  - ・A 30% discount applies for meeting room basic fees between April 29-May 5 and August 12-August 16.

Inquiry/Apply

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Conference Center**

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