

Suspension of Use (Usage Restrictions)

Usage may be suspended in the following cases.  
Please note that even if damages occur as a result, our company does not take responsibility.

- If the contents differ from those described in the application form
- If public order or safety is disrupted, or if there is a risk of violating laws
- If our company's instructions are not followed and we determine it to be inappropriate

Layout Change Fee

We accept requests for layout changes in the meeting room. Please feel free to consult with us.  
\*The layout change fee varies depending on the content.

Prohibition of Bringing Wireless Microphones, etc.

To avoid interference, the use of wireless microphones (including portable microphones) is prohibited.  
Please understand that we cannot take responsibility for any trouble or compensation claims caused by interference.

Compensation for Damage

In case of damage or loss of the building or its equipment during use, you will be required to compensate for the damage.  
The repair contractor will be designated by our company.

Usage Method and Restoration to Original State

Please carry out layout changes, preparation, and removal within the usage time.  
Please gather the garbage in one place at the end.  
Depending on the amount of garbage, a separate garbage disposal fee may be charged.  
After use, please make sure to restore the original state and report the completion.

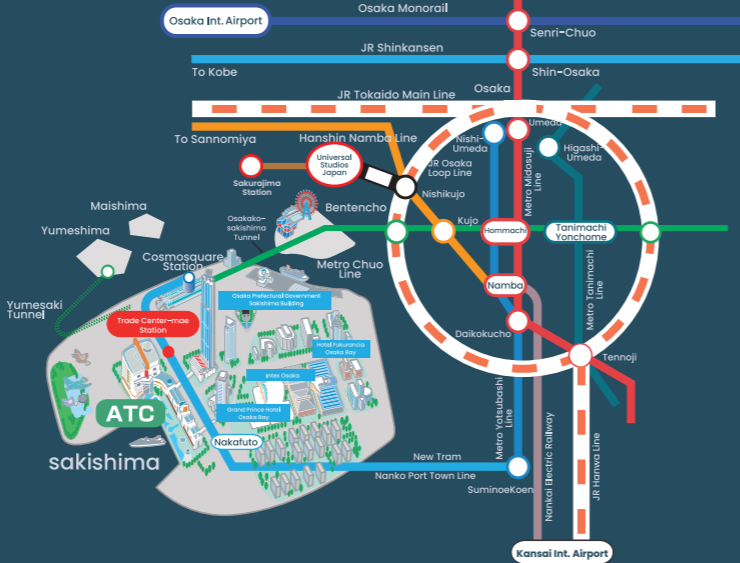


\* Please contact us via the LINE below to report the restoration to the original state and completion.

\* Please register using the QR code above. If we do not receive a completion report, the usage will be considered to have continued until the time we can confirm it. In such cases, additional charges for overtime usage may be incurred.

Arranging Lunch Boxes, Drinks, and Catering

We offer a wide range of services, including arranging lunch boxes, catering, and coffee pot services. Please feel free to consult with us.



Application Procedure

Please fill in the necessary information on the meeting room usage application form and apply by email or mail.  
In principle, tentative reservations are not accepted.

Reservation Guidelines

If the basic usage fee for the meeting room on the scheduled date exceeds 200,000 yen (excluding tax), we accept reservations from one year in advance.  
For fees of 200,000 yen or less (excluding tax), we accept reservations from six months in advance.  
Reservation office hours are from 9:30 to 17:30, excluding Saturdays, Sundays, holidays, and closing days.

Payment Method

If the meeting room usage fee exceeds 100,000 yen (excluding tax)	If the meeting room usage fee is 100,000 yen or less (excluding tax)
If the meeting room usage fee exceeds 100,000 yen (excluding tax) Please transfer the full amount of the meeting room usage fee by one week before the usage start date. For overtime fees and equipment usage fees, we will bill you after the usage ends, so please transfer by the specified date.	After the usage ends, we will send an invoice including the meeting room usage fee, overtime fees, and equipment usage fees. Please transfer by the specified date.

Website



Contact Information

Asia and Pacific Trade Center Co., Ltd.  
(Hall Department)  
Address: 2-1-10 Nanko-kita, Suminoe-ku, Osaka 559-0034, ITM Building 12th Floor  
TEL: 06-6615-5006 FAX: 06-6615-5021



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ATC RENTAL MEETING ROOMS

Meeting Room Cancellation Fee

After submitting this application form, the following cancellation fees will apply to the meeting room usage fee.  
If the meeting room usage fee exceeds 200,000 yen (excluding tax) or if used in conjunction with ATC Hall

Cancellation Application Date	Cancellation Fee
1 year to 181 days before	30%
180 days to 31 days before	50%
30 days to usage start date	100%

If the meeting room usage fee is 200,000 yen or less (excluding tax)

Cancellation Application Date	Cancellation Fee
7 days to usage start date	100%

Meeting Room Basic Usage Fees (excluding tax)

- Additional chair ..... 200 yen
- Additional table ..... 300 yen
- Portable microphone set ..... 3,000 yen
- 100-inch screen ..... 2,000 yen
- Tabletop projector ..... 15,000 yen
- Three-fold partition ..... 2,000 yen
- Hanger rack ..... 1,000 yen

Paid Services (price on request)

- Layout changes
- Sound and video operator
- External equipment rental
- Bento, catering



- All rooms support smart locks
- All rooms have tile carpets
- All rooms support high-speed internet connection (paid)
- All rooms and shared spaces have Wi-Fi support
- Floor and wall outlets with more than 5 circuits per room
- Eating and drinking allowed inside the rooms
- No smoking inside the building
- ATC parking lot has about 1,200 spaces  
Maximum 1,200 yen on weekends and holidays,  
maximum 1,000 yen on weekdays (as of April 2024)
- About 30 restaurants (approximately 2,000 seats)

conference room1・2・3



conference room4



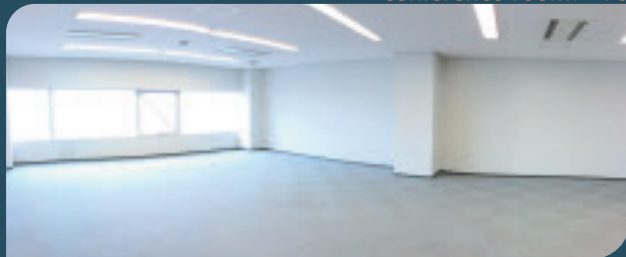
conference room5・7・8



conference room6



conference room9・10



## Meeting Room Basic Usage Fees (excluding tax)

Unit: Yen  
\*Extension fee/1 hour

Meeting Room Name	Half-Day Usage Fee (within 4 hours from 9:00 to 17:00)		Full-Day Usage Fee (8 hours from 9:00 to 17:00)	
	Basic Usage Fee	Extension Fee	Basic Usage Fee	Extension Fee
<b>B1</b> 97m <sup>2</sup> /U-Shaped	28,000 yen	8,600 yen	45,000 yen	7,500 yen
<b>B2</b> 101m <sup>2</sup> /U-Shaped	28,000 yen	8,600 yen	45,000 yen	7,500 yen
<b>B3</b> 101m <sup>2</sup> /U-Shaped	28,000 yen	8,600 yen	45,000 yen	7,500 yen
<b>B4</b> 104m <sup>2</sup> / Fixed Furniture	33,000 yen	10,400 yen	54,000 yen	8,800 yen
<b>B5</b> 103m <sup>2</sup> / Classroom setup	28,000 yen	8,600 yen	45,000 yen	7,500 yen
<b>B6</b> 106m <sup>2</sup> / Fixed Furniture	36,000 yen	11,000 yen	57,500 yen	9,300 yen
<b>B7</b> 101m <sup>2</sup> / Classroom setup	28,000 yen	8,600 yen	45,000 yen	7,500 yen
<b>B8</b> 101m <sup>2</sup> / Classroom setup	28,000 yen	8,600 yen	45,000 yen	7,500 yen
<b>B9</b> 106m <sup>2</sup> / Non-Fixed Seating	25,000 yen	7,800 yen	41,000 yen	7,000 yen
<b>B10</b> 102m <sup>2</sup> / Non-Fixed Seating	25,000 yen	7,800 yen	41,000 yen	7,000 yen

### Notes:

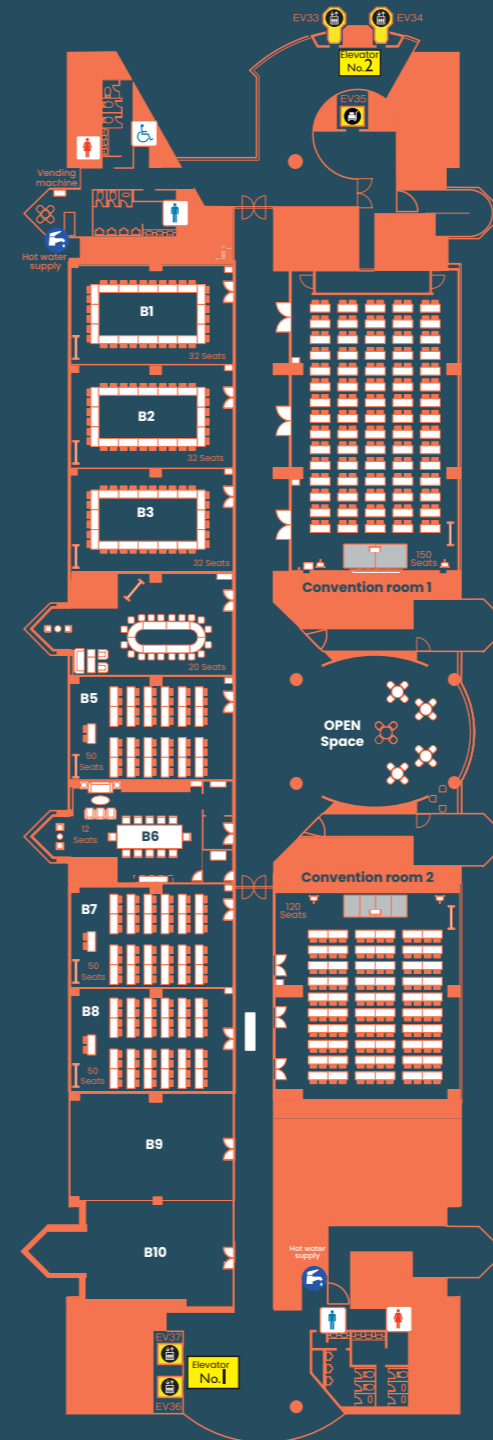
1. Ceiling height is 2.8 meters.
2. Desks and chairs already installed in B1-B8
3. B1, B2, B3, B4, B5, B7, and B8 rooms have fixed whiteboards.
4. Utilities and cleaning fees are included in the room rate.
5. Garbage disposal is charged separately.

The table shows the pricing structure for different meeting rooms, including their area, half-day and all-day fees, as well as the extension fees per hour.

### Equipment inside the cabinet can be used for free

(B1) (B2) (B3) (B5) (B7) (B8) ● Portable microphone set ● Tabletop microphone stand, etc.

Name	Half-Day Usage Fee (within 4 hours from 9:00 to 17:00)		Full-Day Usage Fee (8 hours from 9:00 to 17:00)	
	Basic Usage Fee	Extension Fee	Basic Usage Fee	Extension Fee
Convention Room 1 150 seats (School style) 291m <sup>2</sup>	71,000 yen	22,000 yen	116,000 yen	19,000 yen
Included Equipment (included in room fee) Tables and chairs Stage set One podium One screen W2300xH2880 One whiteboard *Additional Equipment (charged) - Sound equipment 15,000 yen (2 wireless, 2 wired) - Ceiling-mounted projector 7000 lumens 20,000 yen				
Convention Room 2 120 seats (School style) 229m <sup>2</sup>	57,000 yen	17,500 yen	93,000 yen	15,500 yen
Included Equipment (included in room fee) Tables and chairs Stage set One podium One screen W3420xH2530 One whiteboard *Additional Equipment (charged) - Sound equipment 10,000 yen (2 wireless, 2 wired) - Ceiling-mounted projector 5000 lumens 15,000 yen *Ceiling height 3.0m				



convention room1



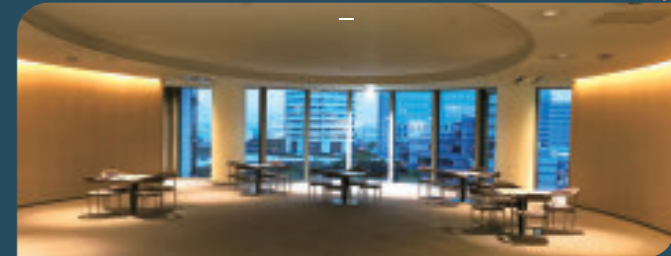
convention room2



entrance(1F)



lobby



corridor

