

Nara Prefectural Convention Center: Facilities Usage Rules

October 1, 2025

The following usage rules are stipulated by Nara Prefectural Convention Center.

1. Opening Period of Convention Facilities

Opening period	Opening hours
From January 5 through December 27 (Closing days: January 1 through 4, December 28 through 31, and every Monday)	09:00-21:30

* Prior consultation required about using the entire facility or Convention Halls on closing days.

* The facilities may be closed in part, or usage can be restricted, in case of administrative necessity such as emergency at the time of a disaster, maintenance checkup of the facility and equipment, etc.

2. Time Slots for Facilities Usage

Time slots for using the facilities are set as follows.

Facility	Usage time slot	
Convention Halls A, B, C Meeting Rooms 101, 102, 103, 104, 105, 106, 107, 108, 201, 202, 203, 204, 205, 206 Tempyo Hall Tempyo Square Waiting Rooms (A through K and 1, 2)	a.m.	09:00-12:00
	p.m.	13:00-17:00
	a.m./p.m.	09:00-17:00
	night	18:00-21:30
	p.m./night	13:00-21:30
	whole day	09:00-21:30

* Usage time includes preparation and removal time.

* Prior consultation required about extended hours early in the morning and late at night (for additional charge)

3. Reservation Reception Start Time

Facility	Reservation reception
Entire facility (except for Tempyo Square)	anytime
Entire Convention Hall	from first day of month (36 months before the usage begins)
Partial Convention Hall (A, B, C)	from first day of month (18 months before the usage begins)
Meeting Rooms 201-206, Tempyo Hall, Tempyo Square	from first day of month (12 months before the usage begins)
Meeting Rooms 101-108	from first day of month (6 months before the usage begins)

* Facilities can be reserved earlier when used together with other, bookable facilities.

* “First day” means the first day of every month (except for January 5) or the next working day after a closing day (including public and national holidays or weekdays).

4. Reservation Reception Hours

9:00 through 17:00 (except for closing days)

Inquiries/Applications

Nara Prefectural Convention Center
691-1, 1-chome, Sanjo-oji, Nara City 630-8013
TEL: +81-742-32-2290 (reception hours: 9:00-17:00)
E-mail: info@nara-cc.jp

5. Usage Application Procedure

① Usage inquiry

Applicants make inquiries about availability of the facilities, precautions, etc. via telephone or e-mail.

The center will confirm the content of usage (date and time, number of people, name of organizer (company or group), name and content of event, name and contacts of person in charge), and may require submission of information about organizers, a usage plan, etc. as necessary.

② Tentative reservation

If the facilities are available, the Center will send “Tentative reservation confirmation” to the applicant via fax or e-mail.

Period of tentative reservation is within two weeks; after that reservation may be canceled.

③ Usage application

“Usage application” and “Invoice” will be delivered to the applicant by postal mail etc.

The applicant shall submit “Usage application” to the Center, and remit the usage fee by the due date to an account designated by the Center.

④ Usage approval

Upon receiving “Usage application” from the applicant and confirming the payment of usage fee, “Usage approval” will be delivered to the applicant by postal mail etc. in case of approval. As regards changes or cancellation after issue of the “Usage approval”, the usage fee will be handled according to the Article 10 “Handling of Usage Fees in Case of Change, Cancellation, etc.” of these Rules.

6. Usage Fees

(1) Usage Fees

Usage fees are as shown in the “List of Usage Fees” and “List of Ancillary Equipment Charges”.

(2) Payment of Usage Fees

Usage fees (room charges) shall be paid in advance as shown below. The usage fees shall be remitted

by the due date to a designated account against “Invoice” issued in line with the payment deadline. If the applicant fails to pay by the due date, usage shall not be approved.

Application period	Deadline	Payment amount
12 months before usage start date	within 14 days from invoice issue date	50%
	6 months before usage start date	Balance payable
6 months before usage start date	within 14 days from invoice issue date	50%
	3 months before usage start date	Balance payable
3 months before usage start date	within 14 days from invoice issue date	100%
1 month before usage start date	day designated by the Center	100%

(3) Other Fees (Ancillary Facilities, Equipment, Other Services)

The following fees shall be paid by the due date against an invoice issued after the end of event.

Item	Deadline	Payment amount
Ancillary facilities, equipment, other services, etc.	within 14 days from invoice issue date, after the end of event	100%

7. Usage Restrictions

Usage application shall be considered invalid if either of the following applies.

- Nara Prefectural Convention Center code is deemed to be violated.
- Public order or morality is deemed to be damaged.
- Facilities, equipment, etc. are deemed to be damaged or destroyed.
- Organized crime activities, as well as facilitation of such activities, are deemed to occur.
- Other potential troubles related to administrative operation of the Center are deemed to occur.

8. Cancellation of Eligibility

Usage approval can be revoked and usage can be terminated, if either of the following applies.

- Article 7 “Usage Restrictions” was deemed applicable.
- Usage fees are not paid by the due date without any special reason.
- “Usage application” or other submitted documents contained misstatements, or usage diverged significantly from the approved goals and content.
- The applicant failed to submit notification or permit application to relevant government agencies as stipulated in laws and regulations.
- Events and other activities were held at facilities unapproved for usage.
- Rules etc. set by the Center were not adhered to.
- The Center cannot be used due to a disaster or other force majeure.
- Other unavoidable circumstances related to administrative operation of the Center occurred.

9. Prohibition of Transfer/Sublease of Usage Right

Transfer or sublease of usage right without permission is prohibited. If this prohibition is violated, the usage is considered canceled, and a prescribed usage fee will be charged.

10. Handling of Usage Fees in Case of Changes, Cancellation, etc.

If an applicant changed the content of usage or canceled it on own convenience, usage fees shall be handled as shown below.

Application period	Date of notification about usage cancellation	Usage fee*
12 months before usage start date	within 14 days from approval date	free of charge
	6 months before usage start date	50%
	less than 6 months before usage start date	100%
6 months before usage start date	within 14 days from approval date	free of charge
	3 months before usage start date	50%
	less than 3 months before usage start date	100%
3 months before usage start date	within 14 days from approval date	free of charge
	after the above	100%
1 month before usage start date	from approval date on	100%

* Note: Prescribed usage fee as stipulated in Article 6 “Usage Fees” of these Rules.

11. Parking Lot Usage Time

The parking lots are open all year round (January 1 through December 31).

* The facilities may be closed in part, or usage can be restricted, in case of administrative necessity such as emergency at the time of a disaster, maintenance checkup of the facility and equipment, etc.

Facility	Usage period	Usage hours
Underground Parking	January 1 through December 31 (all year round)	0:00-24:00
Ground Parking	January 1 through December 31 (all year round)	Entry: 08:30-21:00 Exit: 08:30-22:00

Appendix 1: Elimination of Antisocial Forces

- (1) The Center shall not approve usage if the user or participant etc. is deemed to be an antisocial force, or either of the following applies. In addition, reservation/usage will be canceled without any notice or demand if the above facts become known.
 - ① It is recognized that antisocial forces control the business.
 - ② It is recognized that antisocial forces are substantially involved in management.
 - ③ It is recognized that antisocial forces have been improperly used for the purpose of gaining improper profits for the user, user's company, or a third party, or for the purpose of damaging a third party.
 - ④ It is recognized that funds or convenience etc. have been provided to antisocial forces.
 - ⑤ It is recognized that the user has a relationship with antisocial forces that should be criticized socially.
- (2) If the above applies, no damage caused to the user shall be compensated. In addition, the user shall compensate for damage caused to the Center due to cancellation of reservation/usage.
- (3) The Center will cancel reservation/usage without any notice or demand if the user or participant etc. themselves or through the use of third parties took either of the following actions. In this case, no damage caused to the user etc. shall be compensated. In addition, the user shall compensate for damage caused to the Center due to cancellation of reservation/usage.
 - ① a demand with violence;
 - ② an unreasonable demand beyond its legal entitlement;
 - ③ use of intimidating words or actions in relation to transactions;
 - ④ an action to interfere with the business by spreading rumor, using fraudulent means, or resorting to force;
 - ⑤ an action to cause anxiety to other users, neighboring residents or passers-by, within the Center or in the vicinity of the Center, through overtly coarse or aggressive words and actions;
 - ⑥ other equivalent actions of above.

Appendix 2: User's Duties and Responsibilities

- ① All users shall be administratively liable for events held during the period of usage of facilities (including preparation and removal), even for actions of concerned operators or visitors. Please take every possible precaution to prevent accidents.
- ② Please be sure to carry your valuables with you to prevent theft. When locking a room, please apply to the Center.
- ③ The users shall, on their own responsibility, outsource admission procedures, venue security personnel, and evacuation guidance scheme to a security company etc. in an effort toward maintaining the order at the venue and prevention of theft, fire, etc. The Center can recommend a security company.
- ④ Please take your garbage from the venue. If the Center inevitably has to dispose of the garbage, an additional fee will be charged; a surplus fee will be charged if the facilities were badly polluted.
- ⑤ If the facilities are used for entertainment and sales activities such as exhibitions, music, performing arts, and display of products, the user shall take care of security and clean-up. The Center can recommend a security company and a cleaning company.
- ⑥ Please return rental items promptly after use.
- ⑦ If facilities, equipment, furnishings etc. were damaged or lost, please promptly contact to the Center.
- ⑧ As regards repairs and restoration, the users shall restore the original state or compensate for the damage.
- ⑨ The users shall be responsible for storage of supplies and other goods they moved in the venue. As a general rule, the Center is unable to receive package deliveries or other items. Please take responsibility for receiving deliveries.
- ⑩ Delivery of event-related items via package delivery services, postal service, etc. is restricted to the day before the use upon prior notice. Please note, however, that we do not manage the deliveries. Be sure to provide deliveries with information about event date, organizers, and venue. Advance reception may be impossible depending on the venue use conditions.
- ⑪ Please be sure to drop in the facility office when coming and leaving in order to confirm your usage time.

Appendix 3: Disclaimer and Compensation for Damages

- ① As a rule, the Center assumes no liability whatsoever for personal injury or property theft/damage associated with usage of the facilities. Also, the Center assumes no liability whatsoever for damage if holding an event proved impossible due to an act of providence, a transport strike, or other force majeure.
- ② These Rules and usage of the Center are in accordance with the current laws and regulations of Japan, and litigations related to usage of this facility, and the Nara District Court shall be the agreed court of first instance with exclusive jurisdiction for any litigation etc. related to usage of this facility.
- ③ These rules, usage fees, venue equipment, furnishings, etc. are subject to future change without notice.
- ④ If the Center suffers damages due to violation of these Rules, compensation for the damages will be claimed.

Appendix 4: Meeting and Usage Plan

(1) Usage Meeting

After applying for usage, please discuss the following matters with the person in charge of the facility at least 1 month before the start date of use. Early meetings may be required depending on the content of the event.

- ① Content and schedule of usage of the facility
- ② Organization of the event and layout of the venue
- ③ Use of equipment and furnishings for the event, use of telephone lines, need for electric works
- ④ Need for bringing supplies, furnishings, etc. from outside
- ⑤ Need for food and drink, catering, and other services

* Caterers are, as a general rule, designated by the Center. If needed, please consult with the person in charge.

(2) Submission of Usage Plan

If the following applies, please submit a usage plan (in free format).

- ① You will be bringing audio/video equipment, lighting devices, or signage from outside.
- ② You are planning entertainment and sales activities such as exhibitions, music, performing arts, etc.
- ③ Submission of a usage plan is required by the Center for other reasons.

(3) Electric Works

If electric works are needed to provide temporary power supply etc., the Center can recommend an engineering company.

(4) Notification of Relevant Government Agencies etc.

When holding an event, notification of relevant government agencies etc. may be necessary. The customers should take care of such notification. Please submit copies of the approved notifications at least 10 days before the usage start date.

Minami Fire Station, Nara City Fire Department (+81-742-35-1149)	Event notification / Request for special permission for prohibited actions
Nara Prefectural Police (+81-742-20-0110)	Event notification
Nara City Health Center (+81-742-93-8395)	For venues with food and drink
Japanese Society for Rights of Authors, Composers and Publishers (JASRAC) Kyoto Regional Office (+81-75-251-0134)	If copyrighted music will be used
Nara Tax Office (+81-742-26-1201)	Application for permission to sale alcohol drinks etc.

Appendix 5: Important Usage Notes

(1) Usage Time

Usage time includes time for preparation and removal. Extension of usage time is only possible with prior consent of the Center.

(2) Usage of Communal Areas

Use of foyers and other communal areas is, as a rule, restricted to reception and similar services. Please consult the Center about usage other than the above. However, the use may be coordinated if requests from customers are concurrent.

(3) Move-in/Move-out

- ① When moving equipment and furnishings in and out, please apply in advance and meet a person in charge of the facility to discuss routes, number of vehicles, and other details. Parking may be refused for vehicles without prior application.
- ② When moving in and out, in addition to meeting with a person in charge of the facility, please take necessary curing. If precautions is not acknowledged, you may be asked to stop operations.
- ③ There are no designated parking areas for organizers. Please remove move-in/move-out vehicles as soon as loading/unloading is completed. Please note that long-term parking is not possible.

(4) Prohibited Matters

The following acts are prohibited.

- ① Ignition or bringing in flammable and other dangerous substances
- ② Use of open flames
- ③ Activities that cause vibration and noise
- ④ Bringing in items that generate foul odors
- ⑤ Smoking beyond designated areas (in principle, no smoking on entire premises)
- ⑥ Use for purposes other than stated in application
- ⑦ Moving accessory equipment outside designated areas
- ⑧ Displaying signage, posters, etc. inside or outside the facilities in a way other than specified
- ⑨ Distributing flyers, soliciting donations, etc. inside or outside the facilities
- ⑩ Nailing, cutting, attaching things (with adhesive tape etc.), and other works of this kind inside or outside the facilities
- ⑪ Using thumbtacks, nails, etc. on walls or doors
- ⑫ Unauthorized photo/video shooting, recording, musical performance, singing, fundraising, recruitment, etc.
- ⑬ Acts deemed to cause harm or annoyance to others
- ⑭ Parking vehicles or bicycles beyond parking areas (we cannot assume responsibility for accidents, theft, and other troubles in parking lots for vehicles and bicycles)
- ⑮ Other acts that the Center deems inappropriate

If there are other unclear points regarding use of the venues, please consult with the person in charge.

Appendix 6: Usage Scope/Restrictions and Revocation of Approval

If the following applies, the use of facilities may be refused including the day of event, or usage approval may be revoked, or the use may be suspended. If the Center suffers a damage caused by the following, the customer shall fully compensate the damage. Also, the Center assumes no liability whatsoever for any damage thus caused to third parties including general visitors.

(1) Usage Restrictions

- ① Acts that violate or are deemed to violate public order and morals
- ② Acts that benefit or may benefit organizations deemed to be collectively or habitually engaged in violent disorder, antisocial behavior, etc.
- ③ Acts deemed to caused annoyance to other users or general visitors of the Center
- ④ Acts that violate or may violate laws and regulations
- ⑤ Acts that infringe or may infringe privacy, property, copyright, or other rights of others
- ⑥ Acts that cause or may cause defamation or damage to others
- ⑦ Acts that cause or may cause damage to the facilities and equipment
- ⑧ Acts that fail or may fail regulations of the Center on sound level and weight
- ⑨ Acts that may use flames or create a risk of fire, explosion, etc.
- ⑩ Acts that cause or may cause public nuisance by noise, vibration, foul odor, etc.
- ⑪ Bringing in live animals (except for guide dogs, hearing assistance dogs, service dogs)
- ⑫ Misstatements in “Usage application” etc. became known.
- ⑬ After application, usage diverged significantly from the initial goals and content.
- ⑭ Instructions by staff are not followed.
- ⑮ Other acts that the Center deems inappropriate in terms of administrative operation of the facilities

(2) Revocation of Usage Approval

- ① Any of the above items was deemed applicable
- ② Usage fees are not paid by the due date without any special reason
- ③ Documents submitted in usage application contained misstatements, or usage diverged from the approved goals and content.
- ④ Operations or event activities are conducted in unapproved areas.
- ⑤ The applicant failed to submit notification or permit application to relevant government agencies, or to complete other paperwork.
- ⑥ Rules etc. set by the Center were not adhered to during use.
- ⑦ There were acts to damage credibility of the Center.
- ⑧ The Center cannot be used due to a disaster or other force majeure.
- ⑨ Other unavoidable circumstances related to administrative operation occurred.
- ⑩ Usage of the Center was deemed inappropriate for any other reason.

* If the Center suffers a damage caused by the above, the user (applicant) shall fully compensate the damage. Also, if usage approval is revoked, a prescribed usage fee will be charged.