

Rules Concerning the Use of Bankoku Shinryokan

万国津梁館

Bankoku Shinryokan
Resort MICE Facility

1. Use of this Facility

Thank you very much for your enquiry regarding the use of Bankoku Shinryokan (hereinafter referred to as “**this Facility**”). In order to ensure the effective and safe use of this Facility by everyone, we ask that you apply to use this Facility after you have reviewed and agreed to the contents of these Rules.

2. Facility Use Rules

Article 1 (Purpose)

In accordance with the Ordinance Concerning the Establishment and Management of Bankoku Shinryokan and Article 16 of the Basic Agreement Concerning the Management and Operation of Bankoku Shinryokan concluded on 9 February 2023 between Okinawa prefecture and The Terrace Hotels Co., Ltd., which is the designated manager of this Facility, these Rules make provisions for matters that need to be addressed in order to ensure the smooth and appropriate use of the buildings, facilities, equipment, etc. that are managed as part of this Facility.

Article 2 (Business day)

- (1) This Facility will be open for business at all times excluding the Facility Closure Days (meaning the period from 29 December through to 3 January of the following year) and the days on which maintenance/inspection take place.
- (2) Notwithstanding the provisions of Article 2(1) above, the director of Bankoku Shinryokan (hereinafter referred to as the “**Director**”) may, if he deems that there is a need to do so, and provided that the prior consent of the governor of Okinawa prefecture is obtained, vary the Facility Closure Days.

Note: If this Facility is to open on a Facility Closure Day, or is to close on a business day, prior announcement will be made on this Facility’s website etc.

Article 3 (Business hours / hours of use)

- (1) The opening hours of this Facility’s administration office is 09:00-17:30.
- (2) All parts of this Facility may be used during 09:00-21:00 (for ordinary use) and 21:00-09:00 (for out-of-hours use).

Article 4 (Booking availability)

Category of events to be held	Booking window
<ul style="list-style-type: none">• International conferences etc., or events to be hosted by the Japanese government or Okinawa prefecture.• Events that are booked from outside Okinawa prefecture and make use of all three of Summit Hall, Ocean Hall, and Sunset Lounge.	Tentative booking is possible from 3 years prior to the first date of use.
<ul style="list-style-type: none">• Events that are booked from outside Okinawa prefecture.	Tentative booking is possible from 2 years prior to the first date of use.
<ul style="list-style-type: none">• Events that are booked from within Okinawa prefecture and make use of all three of Summit Hall, Ocean Hall, and Sunset Lounge.	Tentative booking is possible from 1 year prior to the first date of use.
<ul style="list-style-type: none">• Events other than those that are listed above.	Tentative booking is possible from 1 year prior to the first date of use.

These restrictions may be waived, if the Director deems there to be a particular need to do so in order to achieve the purposes for which this Facility was established.

Article 5 (Availability enquiry and bookings for use of this Facility)

Those who wish to use this Facility (hereinafter referred to as “Users”) are required to make their bookings after having confirmed the availability of this Facility on the preferred booking dates. The availability of each venue can be checked on this Facility’s website, but requests to use and other enquiries regarding this Facility can be made directly to this Facility in person, by telephone, or by email. Enquiries will be accepted from 09:00 until 17:30 on a business day, and enquiries made outside these hours will be treated as having been made on the following business day. Requests to book this Facility will in principle be accepted on a first come first served basis.

Contact details of this Facility

Address: 1792 Kise, Nago, Okinawa 905-0026, Japan

Tel: +81-980-53-3155 / Fax: +81-980-53-3163

E-mail: For enquiries regarding meetings, incentive travels, conventions, and exhibitions/events (hereinafter collectively referred to as “MICE”), mice@shiryokan.com

For enquiries regarding wedding ceremonies and receptions, bridal@shiryokan.com

Article 6 (Period of use)

The period of use of this Facility will be 10 days or less. This restriction may be waived, if the Director deems there to be a particular need to do so in order to achieve the purposes for which this Facility was established.

Article 7 (Booking method)

Users are required to use this Facility by following the steps outlined below.

	User	Bankoku Shinryokan
Tentative booking	Step 1: Enquire about availability Enquire about availability by calling or emailing this Facility.	
	Step 2: Request a tentative booking Request by calling or emailing this Facility. Tentative booking will be reserved for 2 weeks.	
Formal booking		Step 3: Check and confirm availability
		Step 4: Request the submission of Application Form for Permission to use Bankoku Shinryokan
	The Application Form for Permission to use Bankoku Shinryokan is to be submitted within 2 weeks of receiving the request for submission referred to in Step 4.	
	Step 5: Submit the Application form for Permission to use Bankoku Shinryokan (formal booking) Once Step 5 is completed, booking will be confirmed and cancellation charge will be incurred if the booking is cancelled.	
		Step 6: Receipt of the Application Form for Permission to use Bankoku Shinryokan
		Step 7: Issue invoice (100% of the Usage Fees)
	Step 8: Payment (100% of the Usage Fees)	

	Payment should be made within 15 days of the date on which the invoice is issued.	
		Step 9: Issue Permit to use Bankoku Shinryokan once receipt of payment is confirmed
Coordination period	Step 10: Preparation period for the event Confirming the layout of the venue, adjusting time schedule, arranging deliveries, etc. Final preparatory meeting with the Designated Staff Member of this Facility should be held at least one month before the date on which the relevant event at this Facility commences. Requests to make arrangements for catering, audiovisual equipment, entertainment, special effects, and so on should be made in good time. If such requests are made closer to the date of the relevant event, it might not be possible to accommodate them.	
	The actual event (period of use of this Facility)	
Final settlement		Step 11: Issue invoice for OS * and additional fees
		Step 12: Request the completion of User Survey * "OS" is a reference to drinks, catering, floral decoration, photography, signage, etc. that are arranged as part of one-stop service.
	Step 13: Payment (full value)	
	Step 14: Respond to User Survey Payment is required within 30 days of the date on which the invoice is issued.	
	Step 15: End of use	

Article 8 (Application for permission to use)

Users who wish to use this Facility or any of its ancillary facilities (hereinafter referred to as "Facility Etc.") are required to submit the Application Form for Permission to use Bankoku Shinryokan (Forms No. 1 and No. 2; hereinafter referred to as the "Application Form for Permission to Use") to this Facility in advance.

Article 9 (Confirmation and cancellation of booking)

- (1) A booking will be confirmed once the User has submitted the Application Form for Permission to Use.
- (2) If the User wishes to cancel the booking for the User's convenience after the booking is confirmed, the User is required to promptly notify this Facility and submit the Bankoku Shinryokan Usage Cancellation Notice (Form No. 3). In such case, the User is liable to pay the cancellation fee as set out in the table below. The cancellation fee will be calculated by adding up the applicable fees that are set out in the Table of Facility Usage Fees and Table of Basic Amenity Usage Fees.

Timing of cancellation	Cancellation fee
User has submitted the notice of cancellation after the booking is confirmed by giving no less than 90 days' notice prior to the first date of use.	30% of the Usage Fees (total of the Facility Usage Fees and Basic Amenity Usage Fees).
User has submitted the notice of cancellation by giving no less than 30 days' but no more than 89 days' notice prior to the first date of use.	50% of the Usage Fees (total of the Facility Usage Fees and Basic Amenity Usage Fees).
User has submitted the notice of cancellation by giving less than 30 days' notice prior to the first date of use.	100% of the Usage Fees (total of the Facility Usage Fees and Basic Amenity Usage Fees).

However, cancellation fee may be waived if the notice of cancellation was given due to natural disasters and other reasons which are not attributable to the User's fault.

Note: Where the notice of cancellation is given outside the business hours of this Facility's administration office by email etc., the cancellation fee will be deemed to be incurred on the following business day.

Article 10 (Hours of use of this Facility and Facility & Amenity Usage Fees)

The Facility & Amenity Usage Fees for this Facility will be as set out in the tables of fees set out below.

Specification and Capacity of Venues												
Name of venue	Floor space		Length m	Width m	Ceiling height m	Power rating kw	Capacity					
	m ²	<i>Tusbo</i> (3.306m ²)					Classroom	Theatre	Hollow square	Round table	Buffet	
Summit Hall	441	133	24	18	7	12	294	500	114	250	350	
Ocean Hall	All (A+B+C)	323	97	24	14	5	20	210	340	96	120	180
	A	165	50	12	14	5	7	84	176	54	80	90
	B	80	24	6	14	5	5	42	88	42	30	60
	C	78	23	6	14	5	4	42	88	42	30	60
Sunset Lounge	180	54	15	12	6	5	72	128	60	60	70	
Café Terrace	144	43	12	12	6	3	—	—	—	50	60	

Note: The capacity set out above may vary somewhat depending on how the venues are used.

Table of Facility Usage Fees						
Mode of use	Name of venue	1hr (basic) rate	6hrs (half-day) rate	12hrs (full-day) rate	Surcharge	Out-of-hours surcharge
		1hr (basic) rate during 09:00- 21:00	6hrs (half-day) rate during 09:00-21:00	09:00-21:00	Fee for 1hr during 09:00- 21:00	Fee for 1hr during 21:00- 09:00
Ordinary use	Summit Hall	¥53,000	¥260,000	¥440,000	¥58,000	¥60,000
	Ocean Hall	¥47,000	¥230,000	¥390,000	¥52,000	¥54,000
	Ocean Hall (1/2)	¥32,900	¥161,000	¥273,000	¥36,400	¥37,800
	Sunset Lounge	¥23,000	¥110,000	¥185,000	¥23,000	¥24,000
	Café Terrace	¥23,000	¥110,000	¥185,000	¥23,000	¥24,000
Other	Business Room	¥2,500	¥15,000	¥25,000	¥2,600	¥2,700
	VIP Room	¥2,500	¥15,000	¥25,000	¥2,600	¥2,700
Business use that charge entrance fees	Summit Hall	¥78,000	¥380,000	¥660,000	¥85,000	¥97,000
	Ocean Hall	¥69,000	¥340,000	¥580,000	¥75,000	¥80,000
	Ocean Hall (1/2)	¥48,300	¥238,000	¥406,000	¥52,500	¥56,000
	Sunset Lounge	¥31,000	¥155,000	¥280,000	¥34,000	¥36,000
	Café Terrace	¥31,000	¥155,000	¥280,000	¥34,000	¥36,000

Green MICE Promotion Activity

Bankoku Shinryokan is engaging in activity to achieve net-zero carbon emission when holding conferences and other MICE within this Facility, by replacing the electricity to be used at the relevant venues with renewable energy. Users (including individuals as well as corporations) who cooperate in this activity will be issued with Green Power Certificate which certifies the environmental value derived from green electricity.

Green MICE Price	Name of venue	Approx. power consumption (12hrs use, with A/C on)	6hrs (half-day) rate	12hrs (full-day) rate
	Summit Hall	1,004kw	¥36,000	¥42,000
	Ocean Hall	813kw	¥36,000	¥42,000
	Sunset Lounge	421kw	¥32,000	¥38,000
	Café Terrace	232kw	¥32,000	¥38,000
	All facilities combined	2,625kw	¥58,000	¥75,000

CO₂ Zero MICE can solve this
CO₂ Zero MICE Venue Net zero Renewables such as solar

Note: The proceeds from the sales of Green Power Certificate (the price shown to the left) will be allocated to the maintenance/expansion of renewable power generation facility, and Users who obtain this certificate will be deemed to have contributed to the dissemination of renewable energy equivalent to the electric power (kw) shown the certificate, and to have used environmentally friendly green energy.

Note 1: Users who wish to participate in this activity will need to submit an application form at least 2 months prior to the date on which the relevant event at this Facility commences. (Users need to bear in mind that the application form cannot be amended/cancelled once submitted)

Note 2: The power consumptions shown above are approximate values based on 12hrs use with air-conditioners in operation. (the values will vary depending on the condition of weather, use, etc.)

- The rates shown above are inclusive of tax.
 - The rates shown above include the cost of setting up the layout at the start of the event.
Note: Changing the layout during the day will incur additional fees (¥11,000/100m²).
 - The hours of use will be the total hours, from the setting up and preparation, through to the main event and the clear-up.
 - The surcharge will be charged for each hour of use during 09:00-21:00.
 - The out-of-hours surcharge will be charged for each hour of use outside business hours (21:00-09:00).
 - The Business Room and VIP Room cannot use on a stand-alone basis.
- Depending on what the event entails and how the venues are used, it may be necessary to assign various operators for sound, lighting, and staging, and assign additional such operators.
Note: Users who arrange their own attraction will separately incur fees for sound/lighting operators (¥44,000/operator).

Waiving and discounting the Facility Usage Fees
Bankoku Shinryokan has various rules for waiving and discounting the Facility Usage Fees, including where Attendees include those who come from outside Okinawa prefecture or overseas. Further details are available from Bankoku Shinryokan.

Table of Other Fees and Charges

All rates are inclusive of tax.

Catering	
Buffet (from 30 persons)	From ¥8,800
Western style formal dining (from 20 persons)	From ¥11,000
Servers (1 server / 4hrs) Note 1: To server coffee etc. during conference etc. Note 2: Using servers after 22:00 will incur a 25% surcharge on top of the basic rate.	From ¥8,800
Light Meals	
Bento box	From ¥1,870
hors d'oeuvre (for 2-3 persons)	From ¥6,050
Refreshment	From ¥770
Cakes	From ¥880
Note: Please note that prices may vary depending on the supplier.	
Drinks	
Coffee/Tea (cup and saucer)	¥880
Coffee/Tea (approx. 20 servings, with paper cups)	¥5,500
Soft drink (cola, orange juice, Oolong tea)	¥550
Soft drink pot (approx. 20 servings, with paper cups)	¥5,500
Bottled water (500ml PET bottle)	¥220
Water server	¥11,000
Note: Prices may vary depending on the supplier.	
Signage	
Summit Hall Stage Signage (6,300x750)	From ¥49,000
Ocean Hall Stage Signage (5,000x600)	From ¥45,000
Standing signage (900x1,800 with stand)	From ¥40,000
Event programme (2,400x1,200)	From ¥15,000
Venue floorplan (1,200x350)	From ¥4,400
Calligraphy Charge	
Tent card (250x80 / both sides)	From ¥660
Podium name sign (300x600)	From ¥1,210
Name plate (105x74, folded) Note: Min. order of 20	From ¥6,600
Traditional Performing Arts / Special Effects	
Ryukyuan dance (approx. 20min)	From ¥110,000
Eisa	From ¥176,000
Eisa / Shishimai	From ¥286,000
Sanshin performance	From ¥110,000
Firework display	From ¥660,000
Note: In addition to the foregoing, a diverse menu of entertainment including magic show and live music (jazz/pop) is available.	
Floral Decoration	
Floral decoration (for hollow square conference set-up)	From ¥33,000
Floral chandelier	From ¥33,000
Vase bouquet	From ¥22,000
Tabletop flower	From ¥4,400
Reception flower arrangement	From ¥7,700
Areca palm (ornament for rental) Note: Min. order of 6	From ¥7,200
Corsage	From ¥6,600
Sound/lighting operators and service staff	
Chief operator (sound/lighting, for 8hrs or less)	From ¥55,000
General operator (sound/lighting, for 8hrs or less)	From ¥44,000
Transport expenses (per operator per day)	From ¥4,400
Note: Out-of-hours travel (21:00-09:00) will separately incur a surcharge.	
Power/Comms Work	
Installation of distribution board (per unit)	¥22,000
Temporary power plug (100V, per circuit)	¥1,650
Temporary power plug (100V, per circuit, earthed)	¥2,750
Extension cord (per 10m cable)	¥550
Power hub (per unit, 8 ports)	¥3,300
LAN cable (CAT6A, 10m)	¥550
Basic Amenity Usage Fees	
Summit Hall sound and lighting basic set (inc. 6 mics, lectern, podium, etc.)	¥52,000
Ocean Hall sound and lighting basic set (inc. 6 mics, lectern, podium, etc.)	¥44,000
Surcharge for using 1/2 of Ocean Hall	¥8,000
Surcharge for using 1/3 of Ocean Hall	¥10,000
Sunset Lounge sound and lighting basic set (inc. 3 mics, lectern, podium, etc.)	¥18,000
Café Terrace sound and lighting basic set (inc. 6 mics, lectern, podium, etc.)	¥18,000
Party basic amenity set	¥12,000
Kitchen facility usage fee (for parties)	¥12,000

Kitchen facility usage fee (for coffee breaks)	¥3,500
Audio Equipment	
Wireless microphone / Pin microphone	¥1,300
Dynamic microphone	¥700
Boundary microphone	¥1,300
Condenser microphone	¥700
DAT deck	¥1,300
CD, MD, or cassette deck (per deck)	¥1,300
USB, SD, or CF compatible deck (per deck)	¥1,300
Karaoke machine (rental)	From ¥35,000
Projection Equipment	
Height-adjustable LCD projector set (inc. screen) Note: For Summit Hall.	¥40,500
Height-adjustable LCD projector set (inc. screen) Note: For Ocean Hall.	¥37,000
Fixed installed screen Note: 200inch in Summit Hall, and 250inch in Ocean Hall.	¥2,000
Height-adjustable LCD projector set (5,000lm, inc. screen, for mobile use)	¥32,000
Ultra short throw DLP projector (3,500lm, WXGA)	¥13,000
Mobile screen (200x150x110inch)	¥1,200
DVD or VHS deck (per deck)	¥1,500
Laser pointer	¥600
75inch TV monitor (4K)	¥55,000
HDMI switcher	From ¥5,500
HDMI cable (30m or 50m, per cable)	From ¥2,200
HDMI cable (3m or 15m, per cable)	From ¥1,100
Photo/Video	
Group photo (purchase of image file) Note: Unit price shown to the right x headcount	¥880
Group photo 16.5x21.6cm (up to 60 people)	¥1,650
Group photo 16.5x25.4cm (60-100 people)	¥1,760
Group photo 20.3x25.4cm (100-120 people)	¥1,870
Group photo 20.3x30.5cm (120+ people)	¥2,200
Snap shooting	From ¥55,000
Other	
2000 G8 Summit Table (diameter 4000mm)	¥60,000
2000 G8 Summit Chair (per chair)	¥7,000
Portable stage (W2,400xD1,200xH400orH600mm)	¥1,300
Note: Approx. number of tiles required are 4 for conference style set-up, and 12 for dance performance such as Eisa	
Gilded screen (W685xH2090mm per panel, 6 panels)	¥3,500
Display panel (single panel, W1200xH2100mm)	¥1,200
Signage stand (A3 portrait)	¥700
Full-length mirror (W450xH1200mm)	¥1,200
Whiteboard (W1925xH1815mm)	¥600
Table drape	¥1,100
Table cloth for conference use (per 1.82m, white or navy blue)	From ¥1,050
Table cloth for round table (per table)	From ¥3,500
Chair cover	¥660
Flagpole (for national flags)	¥600
Waste disposal fee (per 45l bag)	¥550
Notebook PC (rental)	¥10,000
Digital piano (Yamaha Clavinova, per day)	¥33,000

Article 11 (Breakdown of Facility Usage Fees)

The Facility Usage Fees consist of the following five categories of fees. For each category, the hours of use will be the total hours, from the setting up and preparation, through to the main event and the clear-up.

Category	Description/Condition
1. Basic fee (fee per hour)	Fee per hour of use, during normal hours of use (09:00-21:00).
2. Half-day fee (fee per 6 hours)	Fee for up to 6 hours of use, during normal hours of use (09:00-21:00).
3. Full-day fee (fee per 12 hours)	Fee for up to 12 hours of use, during normal hours of use (09:00-21:00).

4. Surcharge (fee per hour)	Fee per hour for additional use during normal hours of use, chargeable in addition to the basic fee (1) or half-day fee (2).
5. Out-of-hours surcharge (fee per hour)	Fee per hour of use, during normal hours of use (09:00-21:00).

Article 12 (Payment of Facility & Amenity Usage Fees)

The User bears the ultimate responsibility for making the payment to this Facility. Accordingly, the User is required to pay the Facility & Amenity Usage Fees as follows, by the date specified by this Facility.

- (1) Prepayment at the time of booking: 100% of the Usage Fees (total of the Facility Usage Fees and Basic Amenity Usage Fees) Once the Application Form for Permission to Use is received, an invoice for 100% of the Usage Fees for the venue to be used will be issued, and payment is required within 15 days of the date on which the invoice is issued.
- (2) Payment after using this Facility (all other usage fees other than that which is payable under Article 12(1) above) An invoice for various fees and charges other than the invoice referred to in Article 12(1) will be issued, and payment is required within 30 days of the date on which the invoice is issued.

Note 1: Booking may be cancelled if payment is not received by the due date.

Note 2: Any fee to be incurred in making the payment is for the User to bear.

Note 3: The restrictions under Notes 1 and 2 above may be waived, if the Director deems that either of the following conditions apply.

- (i) The User is the Japanese government or a local government.
- (ii) The Director accepts that there are unavoidable circumstances.

Note 4: All payments need to be made in the form of deposit into the bank account specified by this Facility. Users should note that no payment by credit card or electronic money will be accepted.

Article 13 (Issuance of Permit to Use)

- (1) This Facility will, after carefully reviewing the Application Form for Permission to Use, and as soon as receipt of the payment by the User is confirmed, issue a Permit to use Bankoku Shinryokan (Form No. 4; hereinafter referred to as "**Permit to Use**") to the User.
- (2) The Director may, if he deems there to be a need to do so in connection with the management of this Facility, attach conditions to the permit to be issued under Article 13(1) above.

Article 14 (Restriction on use and prohibited acts)

Where this Facility has determined that any of the following applies to the use of this Facility, this Facility reserves the right not to permit the use of this Facility.

- (1) The use of this Facility constitutes, or poses the risk of constituting, an affront to public order and decency.
- (2) The use of this Facility causes, or poses the risk of causing, nuisance to other Users or in the surrounding areas by generating noise/vibration/smell, or through threatening, violent, or other antisocial behaviour.
- (3) The use of this Facility constitutes, or poses the risk of constituting, a breach of laws and regulations.
- (4) The use of this Facility infringes, or poses the risk of infringing, the privacy, proprietary rights, copyrights, or other rights of a third party.

- (5) The use of this Facility involves, or poses the risk of involving, a use of location, amenity, and equipment which is not permitted by this Facility.
- (6) The use of this Facility causes, or poses the risk of causing, soiling or damage to Facility Etc.
- (7) The use of this Facility poses the risk of causing fire, explosion, and other dangers.
- (8) The use of this Facility involves the unauthorised solicitation of donation, sales/distribution of goods or drinks/food, or display or distribution of advertisements.
- (9) Bringing in drinks and food into this Facility without permission (Users should contact the Designated Staff Member for details regarding the relevant restrictions).
- (10) Drinking, eating, or smoking in any location other than the designated locations.
- (11) Any other use of this Facility which do not conform to these Rules, or which can be deemed to be inappropriate for the purposes of the management/operation of this Facility.

Article 15 (Cancellation of use)

Even after the Permit to Use is issued, where this Facility has determined that any of the following applies to the use of this Facility, this Facility reserves the right to cancel the permit, restrict the use of this Facility, or order the cessation of the use of this Facility. Furthermore, this Facility will not be liable for any loss the User may suffer as a result of the cancellation of use in accordance with this Article 15.

- (1) Any of the circumstances set out in Articles 14(1) to (11) which serves as a reason for denying the permission to use this Facility has materialised.
- (2) There has been a failure to observe the provisions of these Rules, instructions given pursuant to the provisions of these Rules.
- (3) The commencement of the relevant event significantly compromises, or poses the risk of significantly compromising, the safety of this Facility, other Users, or Attendees.
- (4) Permission to use this Facility was obtained by deception or other illicit acts.
- (5) Natural disasters, accidents, etc. have rendered this Facility unusable.
- (6) Construction work and other like unavoidable circumstances have rendered this Facility unusable.

Article 16 (Varying the permission to use)

- (1) Users who wish to vary the matters in respect of which the permission to use this Facility was granted, are required to submit the Application Form for varying the Permission to use Bankoku Shinryokan (Form No. 5), together with a copy of the Permit to Use, to this Facility.
- (2) Where Article 16(1) applies and this Facility has permitted the requested variation, this Facility will issue a Permit to vary the Use of Bankoku Shinryokan (Form No. 6) to the User.

Article 17 (Exceeding the hours of use on the day)

- (1) Users who wish to use this Facility by exceeding the permitted hours for their convenience are required to submit the Application Form for Extended Use of Bankoku Shinryokan (Form No. 7) to this Facility.

(2) Where a User uses this Facility by exceeding the permitted hours, the Usage Fees payable will, in accordance with Article 15 and Note 2 of the Appended Table of the Ordinance Concerning the Establishment and Management of Bankoku Shinryokan, be as follows:

(a) Where the excess use takes place between 9am and 9pm

For each 30 minutes of excess use (duration of use less than 30 minutes will be rounded up to 30 minutes), an amount derived by multiplying half of the surcharge (fee per hour) for the venue used with 120/100

(120% of the half of the surcharge (fee per hour)).

(b) Where the excess use takes place between 9pm and 9am

For each 30 minutes of excess use (duration of use less than 30 minutes will be rounded up to 30 minutes), an amount derived by multiplying half of the surcharge (fee per hour) for the venue used with 150/100

(150% of the half of the surcharge (fee per hour)).

Article 18 (Refund of Usage Fees)

(1) This Facility will refund the amounts specified below to the User in the event the User has, after having paid the applicable Usage Fees, cancelled the booking for the User's convenience.

Timing of cancellation	Proportion of Usage Fees to be refunded after full payment
User has submitted the notice of cancellation after the booking is confirmed by giving no less than 90 days' notice prior to the first date of use.	70% of the Usage Fees (total of the Facility Usage Fees and Basic Amenity Usage Fees).
User has submitted the notice of cancellation by giving no less than 30 days' but no more than 89 days' notice prior to the first date of use.	50% of the Usage Fees (total of the Facility Usage Fees and Basic Amenity Usage Fees).
User has submitted the notice of cancellation by giving less than 30 days' notice prior to the first date of use.	No refund of the Usage Fees (total of the Facility Usage Fees and Basic Amenity Usage Fees) will be given.

(2) Users who wish to receive refund of Usage Fees in accordance with the provisions of Article 18(1) above are required to submit the Application Form for Refund of Usage Fees (Form No. 8) to this Facility.

Article 19 (Discount of Usage Fees)

(1) This Facility may, pursuant to Article 41 of the Basic Agreement Concerning the Management and Operation of Bankoku Shinryokan, and in accordance with the separately specified Bankoku Shinryokan Discount Summary, apply discount to the Usage Fees.

(2) Users who wish to receive discount of Usage Fees in accordance with the provisions of Article 19(1) above are required to submit the Application Form for Discount of Usage Fees (Form No. 9) to this Facility, together with the necessary documents.

- (3) Where this Facility has approved the discount of Usage Fees, this Facility will issue an Approval for the Discount of Bankoku Shinryokan Usage Fees (Form No. 10) to the User.

Article 20 (Preparatory meeting regarding the use of this Facility)

- (1) Users must hold a meeting in advance with the Designated Staff Member, at least one month before the date on which the relevant event at this Facility commences, to discuss the way in which this Facility is to be used (scheduling, organisation of the event, venue layout, equipment etc. required, operational details, whether or not drinking/dining is involved, and so on) and rules to be observed.

Note: Where arrangements for catering, various entertainment, or special effects etc. are required, Users should make their requests well in advance and more than one month in advance. If such requests are made with short notice, it might not be possible to accommodate them.

Article 21 (Set up of Facility Etc.)

At the start of the relevant event, Facility Etc. will be handed over to the User in the following state.

- (1) Each venue: This Facility will be set up with the basic layout as shown below.

Description of basic layout

In case of conference, training, etc.: Classroom, theatre, pods, hollow square, U-shape, etc.

In case of dining, party, etc.: Banquet, buffet, etc.

In case of exhibition, trade show, etc.: Open floor, or rental of tables/chairs as required (subject to stock availability)

Note: Changing the layout during the event or using table cloths for conferences will incur additional fees.

- (2) Ancillary facilities etc.

Sound and lighting basic set: When using Summit Hall or Ocean Hall
(inclusive of basic setting comprising sound/lighting operator (up to 2), 6 mics, lectern, podium, etc.)

When using Sunset Lounge or Café Terrace
(inclusive of basic setting comprising sound/lighting operator (up to 1), 3 mics, lectern, podium, etc.)

Note: Users who arrange their own entertainment, attraction, etc. but still require sound/lighting operators will incur additional fees.

Article 22 (Use of car park)

The rules concerning the use of this Facility's car park are as set out below, and Users (including the Relevant Parties and Attendees) who use the car park will be required to do so by agreeing to these rules.

- (1) The car park may only be used during the period of use of this Facility (including set-up, preparation, and clear-up).

Note: The car park is available free of charge to Users (including the Relevant Parties and Attendees) during the period of use of this Facility.

- (2) As a general rule, only standard, small, or light motor vehicles may be parked in the car park.

Note: Users who wish to park busses and other large vehicles should check with the Designated Staff Member beforehand.

- (3) Users must abide by the following restrictions when using the car park.
 - (a) Users must drive slowly (at the speed limit of 20km/h or slower).
 - (b) Users must not overtake.
 - (c) Users must give way to vehicles that are leaving.
 - (d) Users must follow the traffic signs and staff's instructions.
 - (e) Users must not smoke, drink/eat, make noise, litter, or use fire etc., inside the car park, or enter parts of the car park other than the spaces designated as parking space.
- (4) The Director may change the parking position of vehicles, move the parked vehicles, and take such other measures as are necessary to manage the car park.
- (5) Users will follow the traffic control and guidance inside the car park at their own risk.
- (6) This Facility will not accept any liability in relation to accident, theft, etc. that take place within the car park, and Users are required to take their own appropriate preventive measures.

Article 23 (The User's liability of and matters to be observed by the User)

Users must abide by the following restrictions when using this Facility.

- (1) Users must not, in whole part, assign or lend their right to use this Facility to a third party without this Facility's prior written permission. As a general rule, changes to the details of events and organisers are not permitted.
- (2) Users must take measures in advance to ensure the safety of Attendees and to prevent accidents.
- (3) Users must, when bringing or taking equipment etc. into or out of this Facility, take sufficient measures to prevent the soiling of or damage to this Facility and its equipment, fixtures, furnishing, etc.
- (4) During the period of use this Facility (including set-up, preparation, and clear-up), the management responsibility for an event, including in relation to issues that are caused by the Relevant Parties or Attendees, will be borne in its entirety by the relevant User.
- (5) During the period of use this Facility (including set-up, preparation, and clear-up), Users must use their best endeavour to prevent crime and accidents, including by taking responsibility for the management of Attendees' entry into the venue, allocation of security staff, preparation for evacuation in the event of emergency, etc.

- (6) Users must conduct/manage their events safely and hygienically, including by ensuring that their Relevant Parties as well as Attendees are made aware of and comply with these Rules and the relevant laws and regulations.
- (7) Users must pay the Usage Fees and other fees and charges by the specified date.
- (8) Users must not use the images and videos of the Facility Etc., or the trade marks, designs, etc. of or relating to this Facility, without this Facility's prior written permission.
- (9) Users must not raise flags or streamers, or install —or attach or nail to walls, pillars, doors, glass windows, etc.— signs or anything else they bring in, without this Facility's prior written permission.
- (10) Users must take away all of the wastes that are generated within this Facility.

Note: If requested, such wastes can be disposed of at this Facility for a charge.

- (11) Users must, once they have finished using the Facility Etc., or once their Permit to Use is cancelled in accordance with Article 15, promptly restore the Facility Etc. to the state they were in prior to the use, including by removing the equipment, tools, etc. that were set up in the Facility Etc., and returning the equipment etc. that were loaned to Users.
- (12) Users must immediately notify the Designated Staff Member should the Facility Etc. become soiled or damaged.
- (13) Users must, once they have finished using the Facility Etc., promptly undergo an inspection by the Designated Staff Member.
- (14) If the Director deems it to be necessary in order to manage this Facility, Staff Member may enter parts of this Facility that are in use.
- (15) Users must ensure that they submit the Application Form for Permission to engage in Specified Acts to the relevant authorities, and take other like procedural steps that need to be taken under the relevant laws and regulations in connection with their use of this Facility. The Application Form for Permission to engage in Specified Acts must also be submitted to this Facility at least one month before the date on which the relevant event at this Facility commences.

Example: When naked flames or fireworks are to be used.

Nago fire station Tel: +81-980-52-2121 / Fax : +81-980-52-2442

Nago police station Tel: +81-980-52-0110

- (16) Users must give prior notice to this Facility when arranging deliveries to this Facility prior to the relevant event. Furthermore, consignments addressed to this Facility must note the name and dates of the relevant event. Users must also give advance notice to the Designated Staff Member when arranging collection by courier etc. from this Facility.
- (17) In order to ensure food hygiene, catering and bento boxes may only be arranged through suppliers specified by this Facility.

Article 24 (Damages and exclusion of liability)

- (1) Damages

- (a) In accordance with Articles 23(13), Users must, once they have finished using the Facility Etc., promptly undergo an inspection by the Designated Staff Member. In the event a User has caused any damage, soiling, or loss to or of any building, facility, equipment, etc. inside or outside this Facility, the User and the Designated Staff Member will both attend an inspection to confirm the extent of the damage, soiling, or loss. The User is liable to pay compensation in full for any damage, soiling, or loss that was caused by the User (or any of its Relevant Party or Attendee).
 - (b) This Facility's liability to pay damages for the unavailability, malfunction, etc. of any part of the Facility Etc. will, as a general rule, be limited to the amount of fees paid by the User.
- (2) Exclusion of liability
- (a) This Facility will not bear any liability in relation to any personal injury, theft, accidental damage/loss, or any other accident etc. that occur in connection with the use of this Facility, except where they are caused by this Facility's deliberate acts or gross negligence.
 - (b) This Facility will also not bear any liability in the event the User suffers losses due to the cancellation or limitation of the use of this Facility that is attributable to the act of God, such as natural disasters and other major disasters, riots, and other unforeseeable events, except where the cancellation or limitation is caused by this Facility's deliberate acts or gross negligence.
 - (c) Users are urged to prepare for eventualities and obtain any liability insurance cover or accident insurance cover they require, on their own responsibility and at their own cost.

(Detailed rules)

The Director may enact separate rules if, in addition the matters that are specified in these Rules, there are other matters that need to be specified in connection with the management of Bankoku Shinryokan.

(Supplementary provisions)

These Terms of Use Concerning the Use of Bankoku Shinryokan may be revised without any notice.

(Date of implementation)

These Rules will take effect from 1 April 2024.

Established on 1 April 2012

Revised on 1 April 2024

Note: The definition of terms such as “this Facility”, “Director”, and “Staff Member” are as follows.

(1) This Facility: Means the facilities of Bankoku Shinryokan.

(2) User: User: Means the person who books, uses, and pays for this Facility.

(3) Relevant Party: Means a person other than the User who becomes involved in holding the relevant event at this Facility.

(4) Attendee: Means a person who attends the relevant event at this Facility.

(5) Director: Means the director of Bankoku Shinryokan.

(6) Designated Staff Member: Means the staff member of Bankoku Shinryokan who is appointed to coordinate the relevant event at this Facility (MICE coordinator).

(7) Staff Member: Means the staff member of Bankoku Shinryokan excluding the Director and the Designated Staff Member.

(8) Usage Fees: Means the total comprising the Facility Usage Fees and Basic Amenity Usage Fees.

(9) Facility & Amenity Usage Fees Means the Usage Fees referred to in (8) above, and all other fees that are to be paid to this Facility.

■ What is Bankoku Shinryokan?

Bankoku Shinryokan is a MICE Facility (international conference centre), styled as a resort and purpose-built to facilitate international exchange of culture and commerce. Many different cultures come together here, atop the stage provided by Okinawa's beautiful nature. "Bankoku Shinryo" means "Bridge of Nations", and it is taken from the engravings found on the bell of Shurijo Castle (commonly known as "*Bankoku Shinryo no Kane*" in Japanese). Since the 14th century, the then Okinawa (the Kingdom of Ryuku) had a history of striving to promote cultural exchange through trade with China and Southeast Asia. Located at the tip of the scenic Busena Point overlooking the East China Sea, Bankoku Shinryokan was built as the main venue of the 2000 Kyushu-Okinawa G8 Summit, and has to date hosted many MICE, including international conferences, and resort weddings.

Features of Bankoku Shinryokan

After it was used as the main venue of the 2000 Kyushu-Okinawa G8 Summit, in August of the same year, it opened for general use as the first international conference facility in the northern area of Okinawa's main island. All facilities of Bankoku Shinryokan are laid out so as to surround the driveway, and each facility offers a view of the beautiful ocean. Furthermore, the uniquely subtropical open-air style architecture featuring partial outdoor space allows for plentiful natural lighting and ventilation, creating a composed yet relaxing environment for holding conferences. From small conferences to large conventions, Bankoku Shinryokan can provide a bespoke solution for any and all styles of MICE.

- Land exclusive to Bankoku Shinryokan: 26,621m²
- Facilities available / construction structure / no. of floors

Summit Hall	(441 m ²), steel-reinforced concrete build, with parts that are steel-frame build, 1 underground floor, 2 overground floors.
Ocean Hall	(323 m ²), steel-reinforced concrete build, 1 underground floor, 2 overground floors.
Sunset Lounge	(180 m ²), steel-reinforced concrete build, 1 underground floor, 1 overground floor.
Café Terrace	(144 m ²), steel-reinforced concrete build, 1 underground floor, 1 overground floor.
VIP Room	(40 m ²), steel-reinforced concrete build, 1 overground floor.
Business Room	(36 m ²), steel-reinforced concrete build, 1 overground floor.
Car Park	(Capacity for 130 cars)

