

# Temporary Application for ATC Event Space rental

Date: \_\_\_\_\_

※ This application form is not the "main application form".

※ Relevant documents [Please attach company/organization overview/event overview (previous event materials), etc. and submit.

※ The provisional application form is valid for 2 weeks. In the case of subsequent changes or cancellations, we may charge a cancellation fee at our discretion.

Please circle the appropriate hall you are using.	① ATC Gallery		② Piloti Square		③ Umiere Cube	
	④ Others( )					
Period  *Includes preparation and removal	No.1 Choice	Usage period	-- / -- / -- ~ -- / -- / --	( )	Days	
		Event period	-- / -- / -- ~ -- / -- / --	( )	Days	
	No.2 Choice	Usage period	-- / -- / -- ~ -- / -- / --	( )	Days	
		Event period	-- / -- / -- ~ -- / -- / --	( )	Days	

Event name				Organizer name	
Usage details					
Expected people to attend	Total :	People/day:	Attendee type:	Open to the public (paid/free), interested parties (invited, members, employees, union members, etc.)	
Dangerous goods (fire, powerful drugs, etc.)	Yes (Details: ) - No		Heavy object	Yes (Details: Kg) - No	
Notices					
Remarks					

**As stated above, I will apply to use ATC's event space.  
Please note that when using the facility, please follow the  
ATC Hall Usage Regulations, ATC Management Regulations,  
we will comply with ATC event space guidance, etc.**

Applicant location	〒				
Applicant (organization name)					
Representative name					
Person in charge					TEL: - -
Department name					E-mail:

※ Please do not fill in the fields below.


## ATC event space usage guide

### [How to apply]

#### ● Usage period

Basic usage hours 8:00 - 20:00.

#### ● Application procedure

Please fill out the ATC event space provisional application form and apply by email or post. In principle, provisional applications are valid for two weeks.

In the case of subsequent changes or cancellations, a cancellation fee may be charged at our discretion.

#### ● Reception

Applications will be accepted from one year in advance of the scheduled date of use. Reception hours are 9:30-17:30, excluding Saturdays, Sundays, holidays, and closed days.

#### ● Usage fee

Please refer to the usage fee list on the website.

#### ● Payment method

Please transfer the full amount of the standard usage fee at least 10 days before the start date of use. Overtime usage fees, equipment usage fees, and water/utility fees will be billed after the end of use, so please transfer them by the designated date.

#### ● Cancellation

If you want to cancel after submitting your application, you will be charged the following cancellation fee.

From 180 to 91 days before the date of use: **30%** of the usage fee

From 90 days to 31 days before the date of use: **50%** of the usage fee

From 30 days before the date of use to the day of use:

**Full amount of usage fee**

#### ● Usage restrictions

If our company determines that any of the following items apply, we will not consent to use.

- ① If there is a risk of disturbing public morals or public safety or violating the law
- ② If there is a risk of damage to our facilities, incidental equipment, and equipment.
- ③ When there is a risk of causing inconvenience to users of our facilities, surrounding facilities, and surrounding residents.
- ④ If there is a risk of hindering the management and operation of the facility.
- ⑤ If the content differs from what is stated in the "Usage Application Form"
- ⑥ If the reservation deposit/remaining amount cannot be confirmed by the specified date

#### ● Cancellation and discontinuation

If our company determines that any of the following items apply, we will ask you to cancel your consent to use or stop using it.

- ① If one of the items of "Restrictions on Use" applies after consent for use is given.
- ② If the facility becomes unavailable due to disaster or other force majeure.
- ③ If the content differs from the contents of the "Usage Application Form" approved by our company.
- ④ In other cases where the Company's ATC Hall Usage Regulations, Asia Pacific Trade Center Management Regulations, etc. are not complied with.

## Asia & Pacific Trade Center Co., Ltd. (ATC) Hall Division

2-1-10 Nankokita, Suminoe-ku, Osaka 559-0034 TEL: 06-6615-5006 FAX: 06-6615-5021

**Reception hours:** 9:30 to 17:30 (excluding Saturdays, Sundays, national holidays, and closed days)

**Please note that we will not be able to take phone calls to the venue during the period of use.**