

## Morio Studio Terms of Use and Agreement

### About using the studio

#### Meeting before use

1. Please discuss with the person in charge about the schedule, program, venue setting, facilities etc. by the day before use day.
2. When using the site, if there is construction within the venue, please submit a construction drawing, preparation drawing, electrical drawing, etc. after meeting with each person in charge beforehand.
3. Please make sure to consult with our staff in advance before using the ancillary equipment.

#### About cancellation

1. The following cancellation fee will be charged for cancellation after the conclusion of the contract.

In case of cancellation on the guest's side, the cancellation fee will be borne by the guest.

- Reservation day-8 days: 0%
- 7 to 4 days before: 25%
- 3 days to 2 days before: 50%
- The day before use: 75%
- Day of use: 100%

If you are unable to use the hall due to a disaster or other force majeure, the fees already paid will be refunded, but please note that we will not compensate for any damage caused by the cancellation of the event. .

#### Disaster measures

1. In case of unforeseen situations, please confirm the emergency exit, fire extinguishing equipment, evacuation method, etc.
2. Do not carry in fire, explosion, or other items that may cause danger.

#### Other notes

1. Please carry out the removal of equipment, posters, signs, etc. promptly after the end,

under the control of the user. (We will refuse postings other than specified places)

2. When finished, clean up at the user's side and take all trash with you.
3. Please refrain from smoking and eating and drinking outside the designated area.
4. Please note that you cannot tape or nail building or attached equipment.
5. When using additional equipment, follow the instructions of the person in charge and clean up in the designated storage space.
6. Please be on the user's side to take care of the attendance, staff arrangement, guidance, security arrangement of the venue, theft and accident prevention. We do not take any responsibility for personal injury and theft damage to the display caused by the use of the venue.
7. The actual cost will be charged if the venue, other buildings, incidental facilities, fixtures, etc. are damaged, damaged or lost during use.
8. During the use period, the responsible person must be resident at the venue.
9. If there is a risk of generating noise and causing a nuisance to the surroundings, we may refuse to use it.
10. After use, clean by the user and return to the current condition.
11. In addition, please consult with the person in charge regarding the use, and in accordance with the instructions.
12. For disputes concerning this contract, the Tokyo District Court or Tokyo Summary Court shall be the exclusive court of the first trial, depending on the amount of complaint.
13. Matters not stipulated in this Agreement and matters that raise doubts shall be decided after consultation between the parties.