

Guidelines for the Use of the Event Room At the Japan Information Centre ("Room Guidelines")

Criteria for the Use of the Event Room:

1. The organization (User") using the Event Room ("Room") and the User's proposed activity ("Activity") for the Room must be non-profit in nature.
2. The Activity should promote cultural exchange between Canada and Japan, further the understanding of Japan among Canadians, and/or enhance Canada-Japan relations.
3. No religious or political activities are permitted.

Rules and Procedures:

1. An Application Form must be filled out and submitted at least two weeks before the event date. As a general rule, the applicant will receive a response within three to four business days after submission of the Application Form.
2. The User shall fully indemnify the Consulate General of Japan and its staff against
 - (a) any losses, suits, claims, damages and expenses resulting from personal injury or death of any person in the course of an Activity; and
 - (b) any loss or damage to the premises resulting from negligence or theft on the part of any person in the course of an Activity.
3. Fire or open flame of any kind is not permitted in the Room.
4. The User must ensure that the noise level in the Room will not disturb activities in the adjoining spaces.
5. The User must ensure that the Room be left in the same condition as it was found prior to the Activity.

Facilities of the Event Room:

1. Location: Japan Information Centre, Consulate General of Japan,
Address: Suite 110, 6 Garamond Court,
Toronto, Ontario, M3C 1Z5
Tel: (416) 363-5488 Fax: (416) 363-6074
Email: access@japancg-toronto.org
2. Capacity: 2,250 square feet including Tatami platform of 378 square feet
3. Availability: Every weekday, Monday through Friday, inclusive, from the hours of
10:00 a.m. to 5:00 p.m.

No availability: all Ontario statutory holidays, Japanese statutory holidays
4. Fees: Free of charge.
5. Equipment: Podium, Microphones, TV, VCR, CD/DVD player, Date Projector,
Slide Projector, Screen, Whiteboard, 88 Chairs, 6 Tables

APPLICATION FORM FOR THE USE OF THE EVENT ROOM

(Please Print)

Organization ("User")											
Name of Organization:				Name of the Head of Organization:							
Address:				Title of the Head of Organization:							
City:			Province:		Postal Code:						
Phone:			Fax:		Email:						
Person responsible for the use of the Room, if different from the Head of the Organization:											
Name and Title of person:											
Address (if different from the above):											
City:			Province:		Postal Code:						
Phone:		H:		Fax:		Email:					
		B:									
Date and time the Room is required:											
Year:		Month:		Day:		Time from:		to:			
List of persons using the Room:											
Please attach a list of attendees.											
Important: Due to security reasons, please notify us of attendees who wish to use the room after 5:00 pm.											
Objective & description of the Activity:											
Organization's major activities over the past 2 years:											
Equipment required:											
Podium	Microphone	VCR	CD/DVD	Data Projector	Slide Projector	Screen	Whiteboard				
Number of tables, if any:			Number of chairs, if any								
<p>This Application Form is subject to the Room Guidelines.</p> <p>The User agrees to fully indemnify the Consulate General of Japan and its staff against</p> <p>(a) any losses, suits, claims, damages and expenses resulting from personal injury or death of any person in the course of an Activity; and</p> <p>(b) any loss or damage to the premises resulting from negligence or theft on the part of any person in the course of an Activity.</p>											
Name and Title (please print):											
Signature:											
Date:											

Upon examination of the equipment borrowed, we have found them to be in the following condition:

Equipment returned:				
Type of equipment	Requested yes/no	Returned in original condition	Not returned	Damaged (please specify damage)
Podium				
Microphone				
TV				
VCR				
Date Projector				
Slide Projector				
Whiteboard				
# of tables, if any:				
# of chairs, if any:				

Name and signature of the verifier at the Japan Information Centre	
Name (please print):	
Signature:	
Date:	