

## **Designated Place of Scenic Beauty: Murin-an Rental Rules & Regulations for private use**

### **1. Introduction**

The facilities are available for the private use of Murin-an to utilize the non-operating hours of Murin-an.

We would like to provide the opportunity for the exclusive use of a high quality Japanese garden for lessons, academic conferences, study sessions, and parties in the Cultural Property environment, which is distinctive of Kyoto.

Please note that with regards to the facility usage, any act that is prohibited under ordinary use is also prohibited.

### **2. Facility Rental**

The garden and the Main Building (restricted to areas normally opened to the public)

### **3. Attending Staff**

One staff member from the Murin-an Administrative Office will be present to monitor facility usage and to attend to any needs.

### **4. Fees and Additional Charges**

300,000 yen for a maximum of 3 hours.

\*In addition, a service fee which includes consumables, labor costs, company expenses, etc. will be charged for special requests such as catering services and light-up illuminations.

\*The above pricing may be reconsidered if the event is deemed to positively contribute towards the awareness and/or educational appreciation of cultural assets to the community or the society.

**Payment method:** Make bank transfer or credit card payment by three weeks prior to your reservation date.

**cancellation fee :** A cancellation fee shall be assessed of 30% for cancellations made within 10 days of the rental date, 50% for within three days of the rental date and of 90% for cancellations made on the previous day. 10 days prior: 30%, 3 days prior: 50%, Previous day: 90%

### **5. Private Rental Hours**

(5-1) Private rental hours, including preparation for the event is restricted to non-operating hours.

(5-2) Event hours should be within 3 hours but depending on the concept of the event permission may be granted to extend the hour. However, the latest end time for the event should be 22:00.

(5-3) The 2<sup>nd</sup> floor of the Main Building and/or the Tea House must be rented for an additional fee if preparations for the event is done during operating hours.

## **6. Booking Your Event**

(6-1) Reservations are accepted up to 180 days prior to your desired event date. Reservations must be made no later than 1 month prior to your event.

(6-2) A proposal that includes details of the event such as the purpose of the event, the number of participants, the time of the event, etc. must be submitted 1 month prior to your event. Permission for the event will granted once the Murin-an Administrative Office has confirmed the details of your proposal.

## **7. Activities That Will Not be Approved**

Please be informed that events relating to the following will not be approved.

(7-1) Political or religious activities

(7-2) Content relating to or involving violent or sexual conduct

(7-3) Using drones (or other micro aerial vehicles) for photography, filming, etc.

(7-4) Activities that is presumed to be gang related.

(7-5) Miscellaneous: activities that are considered to be disruptive to other visitors or activities that are deemed unsuitable for a Cultural Property.

(7-6) For reasons concerning safety and for the preservation of the garden, participants will not be allowed to stroll the garden after sunset if there is a possibility that the event will extend into the late evening.

## **8. Responsibilities of the Users**

(8-1) Activities that violate the law are strictly prohibited.

(8-2) Use of fire (such as smoking and lighting candles) is strictly prohibited.

(8-3) Transfer of the rental permission to another person is prohibited.

(8-4) Obligated to restore to the original condition (such as damage compensation)

(8-5) Miscellaneous: rental permission can be withdrawn by the Murin-an Administrative Office if activities of the event is considered disruptive to other visitors or do not comply with the preservation of Cultural Property.

## **9. Cancellations by the Murin-an Administrative office**

Out of concern for visitor safety, the Murin-an Administrative Office may cancel your reservation under the following circumstances.

We will contact you in the event that your reservation is canceled.

- An irregular closing scheduled due to a directive by Kyoto City
- A heavy rain or windstorm warning is issued the day before your reservation
- A circumstance other than those above prevents us from guaranteeing your safe visit or guided tour at Murin-an

In the event that the Murin-an Administrative Office cancels your reservation, any advance payment received will be returned minus a processing fee.\*

\*The processing fee for credit card payments is 3.6%, processing fees for bank transfers differ according to the bank.

Murin-an Administrative Office  
Designated Management: Ueyakato Landscape Co., Ltd.