

Rental Space Request Form

YYYY/MM/DD

Date: _____

Dear Murin—an Administrative Office:

Applicant Address: _____
 Name or
 Group Name: _____
 Representative: _____
 Contact Person: _____ TEL: _____

The following is a completed rental request.

Rental Space	<input type="checkbox"/>	Main Building 2F
	<input type="checkbox"/>	Tea House
Summary		
Rental Day & Time	YYYY/MM/DD *day of week Date: () AM · PM Time: ~	YYYY/MM/DD *day of week Date: () AM · PM Time: (Days)
Number of Participants		
Summary		

I hereby agree to the terms and conditions on the "Space Rules & Conditions."

* Below is for Murin—an Administrative Office use only.

Fee		yen
Reason for Use		

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

Murin-an Rental Space Rules & Conditions

* We accept reservations from 180 days to 10 days prior to the reservation date.

- ◆ After checking the availability of the room and agreeing to obey rental use regulations, make a temporary reservation using the form on the Murin-an webpage or by phone.
- ◆ Your reservation is considered complete at the point that our management office receives, confirms and approves your rental application.
- ◆ Temporary reservations are prioritized on a first come-first served basis.
- ◆ Temporary reservation made over the phone require the submission of a facility rental application form.
(Please confirm the rental use regulations and check off "approved" in the confirmation box.)
- ◆ Temporary reservations for which a rental application is not received within 10 days shall be canceled.

◆ Fee	9:00 a.m. ~ 12:00 p.m. (Noon	=	3,200 yen
	12:00 p.m. (Noon) ~ 5:00 p.m	=	3,800 yen
	9:00 a.m. ~ 5:00 p.m.	=	5,400 yen

※In accordance with revisions made to the Ordinance for Kyoto City's Murin-an and Other Areas, usage fees was raised on October 1, 2019.

◆ Situation with Limitation

- ◇ Damage to the facility becomes a concern (large groups).
- ◇ Activities that may disturb other visitors or activities that may not be complimentary to a scenic cultural heritage site
ex: wedding photography sessions, cosplay, etc.) may require an inquiry session in advance to determine the granting of permission by the Administrative Office. If permitted the type of use will be "photography session" and will require an additional fee.
- ◇ Activities that are related to profit (ex: photo session for magazines, personal workshops) please note that after applying, it will be evaluated on whether it is possible or not. If approved, it will be categorized as a self-promotion and additional "photography s fee will be required, however if it is evaluated as promotional for Murin-an the additional fee may be reduced.

◆ Rental Request is Not Approved

- ◇ Is the rental use is for or deemed to be for gang or cult related
- ◇ Other reasons or if the rental purpose does not meet rental standards or endangers the safety and preservation of the facility.

◆ Cancellation Fee

- ◆ Please be informed that there is no refund for cancellations, except in the rare situation where the Mayor deems fit.

◆ Admission Fee During Rental Use

Admission fee is required from everyone, even when renting the space.

◆ Advanced or Deferred Payment

- Advanced Payment ◆ Payment in advance is not required. Please pay in cash only.
- ◆ If you wish to pay in advance, please let us know.

Refunding Advanced Payment ◆ Advanced payment will not be refunded. ◇ Except in the rare situation where the Mayor deems fit.

Deferred Payment ◆ Payment afterwards is not allowed. However, we will allow it under unavoidable circumstances.

◆ Compensation for Damages

- ◆ If any damages are done to the facility while in use, you are obligated to pay compensation to restore the damaged area(s) to its original condition.
- ◆ However, under unavoidable circumstances, the compensation amount will be decided from consultation.

◆ Rules & Regulations

- ◆ Transferring of the rental permission to another person is prohibited.
- ◆ Changing the rental permission to another area without notice is not allowed.
- ◆ Obligation to restore to its original condition.
- ◆ Do not engage in activities that can bother or disturb other visitors.
- ◆ Consumption of alcohol is strictly prohibited except in the situation below,

Alcohol consumption(limited to one bottle of beer or one cup =180ml of sake) is allowed if ordered from the Administrative

Office

designated/affiliated vendors. Precaution to the preservation of cultural assets is strongly requested.

Can result in discontinuance if appeared excessively intoxicated or deemed as inappropriate.

- ◆ Smoking or the use of fire on or in any other container than what is provided by the Administrative Office is strictly prohibited.
- ◆ Pets are not allowed in Murin-an. (Exception: certified service pets)
- ◆ Using models for personal photography sessions and the sort are prohibited, unless permitted by the Administrative Office.)
- ◆ Using tripods are not allowed.
- ◆ Signature-collecting campaign and fundraising campaigns are not allowed.
- ◆ Activities that violate the law are strictly prohibited.
- ◆ Miscellaneous: rental permission can be withdrawn (revoked) by the Administrative Office if the intended activities do not comply with the preservation of cultural assets or if the activities and/or purposes are not deemed as appropriate.

Murin-an Administrative Office Designated Management: Ueyakato