

# **Toranomon Hills Forum**

## **Regulations Concerning Event Venue Setup and Notification to Public Agencies**

The following are matters that we would like you to keep in mind when setting up the venue for your use and when holding an event. These contain not only important matters from the perspective of legal compliance, but also for your safety and the safety of your event's attendees. We kindly ask for your full understanding and cooperation.

Mori Building Co., Ltd. Academyhills Forum Office

### **(1) Regulations Concerning Event Venue Decoration, Setup and Performances**

(a) Layout, construction and operation of setup and decoration

- For layout setup and construction, please ensure two-way evacuation routes to doors with emergency exit signs, using the following guide on width. Depending on the layout, you may need to connect efficient supplementary evacuation routes.

**Guide for main evacuation route width:**

Venues smaller than 300 m <sup>2</sup>	1,200 mm or more
Venues from 300 to 600 m <sup>2</sup>	1,600 mm or more
Venues exceeding 600 m <sup>2</sup>	1,800 mm or more

- Do not block the visibility of emergency exit signs with coverings, decorations, etc.
- Do not block doors leading to evacuation routes or install obstacles in the evacuation routes.
- Leave at least 500 mm between the top of installed objects and the ceiling.
- Do not cover installed objects with a roof, canopy, etc.
- Do not move fire extinguishers or block them with furniture, decorations, etc.
- Do not install objects or lay wiring across fire partitions (under fire shutters, in the path of fire doors, etc.).
- Be careful not to damage fire prevention equipment in the ceiling (sprinklers, smoke detectors, etc.)
- Do not use high heat sources (lighting, camera flashes, etc.) near sprinklers.
- Use material designated as flame retardant by the Fire Service Act in setup and decoration.
- Do not use paint, etc. that may cause strong odors.
- Take extra caution not to damage facilities, equipment or fixtures by ensuring that the floor, walls and ceiling are protected (as needed) with coverings when loading in and out.
- Leave space with the walls to avoid damage to the facility.
- Do not do construction or engineering work directly on facilities, equipment or fixtures.
- Do not use fire or anything producing sparks or smoke.

(b) Noise during setup and performances

- When installing furniture, fixtures, etc. (especially heavy items), please install them gently without letting go until the items touch the floor. In addition, please refrain from dropping or throwing setup materials or tools.
- If planning to assemble wood panels, system panels, scaffolding or trusses, engineering work involving nailing within facilities or other work, you may be asked to adjust the work, construction time, etc. in advance due to noise concerns or other issues that may impact lower floors, etc. Please consult our staff in charge in advance if planning such work.
- If assembling panels, no hammering with tools is allowed during the daytime. Please use electric screwdrivers, etc. In addition, please conduct tightening work by hand as much as possible.

- When hammering, please do not work flat on the floor. Please consider working with the materials raised or prior to bringing the materials to the venue.
- In order to keep noise and vibrations to a minimum, please work with cushioning mats, etc. in place.
- When taking down/clearing out, please use pincers and consider ways to keep hammering to a minimum.
- Performances that cause vibration are generally not allowed. The Forum has stipulations regarding the use of instruments in performances, so please consult our staff in the case of such setup/performances.
- Please note that noise complaints from lower floors may require suspension of work.

(c) Working at height

- When working at heights using rolling towers, scissor lifts, tall scaffolding, etc., each worker should wear a helmet, safety belt, etc. according to the guidelines and guidance of the relevant public authorities such as the Industrial Safety and Health Act and the Ministry of Health, Labour and Welfare. Please work with sufficient attention to safety. We ask for your cooperation in measures including wearing a helmet even during minor work using a stepladder, and following the other instructions of staff.

(d) Power source work

- When installing a temporary power source in the leased area, please submit the necessary documents as specified by the Forum in advance, take sufficient care regarding safety, and conduct the work with a certified electrician.

(e) Document submission

- Assembly work and other setup that may involve noise, vibrations or paint with a strong odor require submission of a Work Notification and a Request for Approval of Fire Use/Work Using Hazardous Materials/Operation of Equipment. Please consult our staff in charge in advance and submit these forms no later than one week prior to the construction work.

(f) Please observe the other instructions stated in the Forum Facility Terms of Use and/or given by staff as needed.

(g) Other than the above, we kindly ask for your understanding and cooperation concerning matters presented by the Forum as the situation requires.

### Reference: Toranomom Hills Forum Floor Load

Toranomom Hills Forum facilities have the following floor load. If there is to be installation of heavy items, in addition to observing the following loads, please avoid concentrated loading by spreading out the floor installation area and prepare **steel plates, concrete panels** or other coverings.

\*Toranomom Hills Forum flooring is raised-flooring panels.



Raised-flooring panel (1 panel) × 4 panels = 1 m<sup>2</sup>

Toranomom Hills Forum

1,000 kg/m<sup>2</sup>: Main Hall, Hall A/B

500 kg/m<sup>2</sup>: Meeting Room 1/2/3/4, 5th floor pantry, 4th and 5th floor foyers

180 kg/m<sup>2</sup>: 4th floor pantry (includes part of corridor in front of pantry)

\*The areas around power sources and other floor-embedded equipment, walls, windows and doors are made of wood and thus have very low load bearing capacity.

## (2) Filings to Public Authorities

Filings to public authorities must be made by the event organizer or agent (you) as directed by our staff.

(a) Fire station filings

- Notifications pursuant to laws and regulations must be made to **Shiba Fire Station** no later than one week prior to the event. Please consult our staff concerning whether notifications are required, with the following as a guide.
  - In cases where participant names, etc. cannot be specified
  - In cases where a significant majority of the audience will be concentrated in one location
  - In cases where an event is to be held for the purpose of product sales or exhibitions of a highly commercial nature
  - In cases where an entertainment event is to be held
- You are required to submit the notifications, but the Forum or relevant fire station will provide the prescribed forms. Please submit copies of documents returned by the fire station to the Forum no later than five days prior to the event.
- In addition to the above, please note the following.
  - The application form includes an evacuation simulation based on the layout, so we recommend taking the Tokyo Fire Department's training courses for fire/disaster protection managers and fire protection safety engineers.
  - The persons in charge as stated in the venue management plan will be instructed on evacuation guidance for participants by our staff prior to the event. Please consult our staff in advance about meeting time and place.
  - Your cooperation is greatly appreciated in the event that the fire station requests an inspection prior to the event.

(b) Health center filings

- If you wish to bring food/beverages (other than catering companies or products introduced by the Forum), we may require notification or applications for approval to be filed with a health center. Use for cosmetic, medical or pharmaceutical purposes may be refused depending on the details. Please consult our staff.
- You are required to submit the notifications, but the Forum or relevant health center will provide the prescribed forms. Please submit copies of documents returned by the health center to the Forum prior to the event.

September 1, 2019

Mori Building Co., Ltd. Academyhills Forum Office