**Tokyo Concerts Lab. Application form**

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| Name of the group |  |
| Name of the person in charge |  |
| Address | 〒 |
| Phone number |  | Cell phone  |  |
| E-mail |  |

Date of application(yyyy/mm/dd):

|  |  |
| --- | --- |
| Date of using | (yy/mm/dd)　　　　 / /  |
| Use of 2 or more consecutive days |  / / ~ / /  |
| Time frame | [ ] Morning (09:00～13:00) | [ ] Afternoon(13:00～17:00） | [ ] Evening (17:00～21:00) |
| [ ] Morning and afternoon (09:00～17:00)  | [ ]  Afternoon and evening (13:00～21:00)　 | [ ] whole day (09:00～21:00) |
| [ ] **[Overtime use]** **(21:00～22:00／8,000yen)**  |
| ■Scheduled time for coming to the hall (　　　　　　　　) ■carrying in of instruments or equipment　[ ] I have (time for carrying in： :　　　　) [ ]  I don’t have |
| Purpose of use | [ ] rehearsal (in detail：　　　　　)　[ ] concert\* ☐others（　　　　　　　）\*in case you will hold a concert, please submit **“****application form for concert”** **till 2 weeks before the concert day.**  |
| The number of users | 　　　　　 　 |
| Free facilities to lend  | [ ] stacking chair (　　/120)　 [ ] music stand(　　/100)　 [ ] foldable table ( )　[ ] podium　 [ ] white board　[ ] CD player　[ ] mallet stand [ ] chair for the contrabassist |
| Facilities to rent（Net） | ●Piano (Steinway C227) Yes([ ] 1time frame 5,000yen /[ ] 2time frames 8,000yen /[ ] whole day 10,000yen ) [ ] No●Playing with extended technique\*　　　 　　[ ] Yes　　 [ ] No●Piano tuning (23,000yen～/1 time(net))\* [ ] Yes [ ] No●Dressing room (1time frame 3,000yen/2 time frames 6,000yen/whole day 9,000yen) [ ] Yes　[ ] No●Stage lighting (1 time=5,000yen)　　 　　　　　　　　　　　　　　　　　　　 [ ] Yes　 [ ] No●Microphone and speaker(1time=2,000yen) [ ] Yes [ ] No　　　　　　　 ●Projector (1time=2,000yen)　　　　 　 [ ] Yes [ ] No　　●Parking (300yen/hour, 1 car)　　　　　　　 [ ] Yes [ ] No　　　　　  |
| Remarks | About our lab,　[ ]  first time to use　　　　[ ] have used before( **th use today**) ※Your concert info. will be posted on our website within one week after you have submitted the “application form for concert”※Your concert’s flyer can be displayed in the hall. Please send it in the case you’d like to.※Piano tuning is managed by Matsuo Musical instruments CO.,Ltd. Fee is based on the provision of theirs(23,000yen～).※Please let us know when you’d like to play the piano with extended technique.※about using our piano; please let the staff attend when you’d like to move the piano. / Putting your bags or food on the piano is strictly prohibited.  |

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| **●How to book****（１）check the availability/booking****（２）submit the application form**Via e-mail: lab@tokyo-concerts.co.jp or FAX.03-3200-9882　　　　　　　 **（３）pay the fee**We will send the invoice after receiving the application form. Please pay the fee within 2 weeks.All bank charges-commission fees are paid by the customer.Bank for transfer: Mizuho bank, Yotsuya branchBank account: 0203707TOKYO CONCERTS, Inc. | **（４）Issue the confirmation note** After payment, we will issue the confirmation note. Please, bring it and show it when you are about to use.**●In case you need to change or cancel your booking****（１）Please contact us for changing or cancelling your booking.（２）It is required to pay cancellation fee when you cancel your booking 2 weeks after you got the invoice.** Until 1 day before 6 months: 30% of the whole feeWithin 6 months before the date of using: 100% of the whole fee |