

Tokyo Concerts Lab. Application form

Date of application(yyyy/mm/dd): _____

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

Date of using	(yy/mm/dd) / /		
Use of 2 or more consecutive days	/ / ~ / /		
Time frame	<input type="checkbox"/> Morning (09:00~13:00)	<input type="checkbox"/> Afternoon(13:00~17:00)	<input type="checkbox"/> Evening (17:00~21:00)
	<input type="checkbox"/> Morning and afternoon (09:00~17:00)	<input type="checkbox"/> Afternoon and evening (13:00~21:00)	<input type="checkbox"/> whole day (09:00~21:00)
	<input type="checkbox"/> [Overtime use] (21:00~22:00/8,000yen)		
	<input checked="" type="checkbox"/> Scheduled time for coming to the hall () <input checked="" type="checkbox"/> carrying in of instruments or equipment <input type="checkbox"/> I have (time for carrying in : :) <input type="checkbox"/> I don't have		
Purpose of use	<input type="checkbox"/> rehearsal (in detail :) <input type="checkbox"/> concert* <input type="checkbox"/> others () *in case you will hold a concert, please submit <u>"application form for concert"</u> <u>till 2 weeks before the concert day.</u>		
The number of users	_____		
Free facilities to lend	<input type="checkbox"/> stacking chair (/120) <input type="checkbox"/> music stand(/100) <input type="checkbox"/> foldable table () <input type="checkbox"/> podium <input type="checkbox"/> white board <input type="checkbox"/> CD player <input type="checkbox"/> mallet stand <input type="checkbox"/> chair for the contrabassist		
Facilities to rent (Net)	<input checked="" type="checkbox"/> Piano (Steinway C227) Yes(<input type="checkbox"/> 1time frame 5,000yen / <input type="checkbox"/> 2time frames 8,000yen / <input type="checkbox"/> whole day 10,000yen) <input type="checkbox"/> No <input checked="" type="checkbox"/> Playing with extended technique* <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Piano tuning (23,000yen~/1 time(net))* <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Dressing room (1time frame 3,000yen/2 time frames 6,000yen/whole day 9,000yen) <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Stage lighting (1 time=5,000yen) <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Microphone and speaker(1time=2,000yen) <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Projector (1time=2,000yen) <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Parking (300yen/hour, 1 car) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Remarks	About our lab, <input type="checkbox"/> first time to use <input type="checkbox"/> 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.		

● **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 branch

Bank account: 0203707

TOKYO 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 fee

Within 6 months before the date of using: 100% of the whole fee