

# Misawa Civic Center

## Use guide

### Fees and Charges

#### Event Hall, Seminar Room

Floor	Rooms		Capacity	Charges		
				9:00-12:00	13:00-17:00	18:00-22:00
Basement	Small hall	Weekday	283	4,200yen	6,300yen	8,400yen
		Holiday		4,830yen	7,560yen	9,660yen
	Dressing room		13	630yen	950yen	1,160yen
	Room 1		15	420yen	740yen	840yen
	Room 2		20	530yen	740yen	950yen
1F	Large hall	Weekday	1,120	18,900yen	28,350yen	36,750yen
		Holiday		22,050yen	33,600yen	45,150yen
	Room 3		12	740yen	1,160yen	1,470yen
	Room 4		6	420yen	530yen	740yen
	Room 5		14	840yen	1,260yen	1,680yen
2F	Room 6&7		32	1,580yen	2,630yen	3,260yen
	Kitchen		39	1,260yen	1,890yen	2,420yen
	Rehearsal Room		72	1,790yen	2,630yen	3,260yen
3F	Room 8		84	2,630yen	3,890yen	5,040yen
	Room 9		60	1,370yen	2,000yen	2,630yen
	Room 10		60	1,680yen	2,420yen	3,050yen
	Room 11(Japanese Style)		50	1,050yen	1,580yen	2,000yen
	Japanese Style Room		20	740yen	1,260yen	1,580yen
	Library		15	950yen	1,370yen	1,780yen
BF & 1F	Shower Room		530yen/day			

#### Large Hall Equipment

Stage Equipments	Sounding boards	6,300yen	Audio Equipments	Sound devices	3,150yen
	Flat Base	105yen		Side spakers	1,050yen
	Podium for M.C	315yen		Monitor speaker	210yen
	Podium	525yen		CD player	525yen
	Music stand	53yen		MD player	525yen
	Piano(KAWAI)	3,150yen		Transcription macine	1,575yen
	Piano(STEINWAY)	6,300yen		Microphone	525yen
	Screen	2,100yen		Mic stand	53yen
Light Fixtures	Work lights	1,575yen	Other	Vocal reverb	525yen
	Suspension light	158yen		Power supply	158yen/kw
	Lights colors for Backdro	4,200yen		Video projector	2,100yen
	Ceiling spot light	158yen			
	Front side spot light	158yen			
	Spot light	158yen			
	Pin spot light(xenon)	2,100yen			

#### Small Hall Equipment

Stage Equipments	Sounding boards	3,150yen	Audio Equipments	Sound devices	2,100yen
	Flat Base	105yen		Side spakers	1,050yen
	Podium for M.C	315yen		Monitor speaker	210yen
	Podium	525yen		CD player	525yen
	Music stand	53yen		MD player	525yen
	Piano(YAMAHA)	2,100yen		Transcription macine	1,575yen
Light Fixtures	Work lights	525yen	Other	Microphone	525yen
	Suspension light	105yen		Mic stand	53yen
	Lights colors for Backdro	2,520yen		Vocal reverb	525yen
	Ceiling spot light	158yen		Power supply	158yen/kw
	Front side spot light	158yen		Video projector	2,100yen
	Spot light	158yen			
	Pin spot light(xenon)	1,050yen			

## Other Equipment

Rehearsal Room Sound devices	1,050yen
Piano(Rehearsal Room)	1,050yen
Room 8 Sound devices	1,050yen
Whiteboard	525yen
Video projector	2,100yen
Screen	525yen

## All Applications

- 1 Must be submitted at least three days prior to your event.  
Please specify the purpose of your event.  
Reservations can be made 6 months in advance.
- 2 After submitting the application, a permission for usage will be issued by the Misawa Civic Center. Please bring the permission forms with you on the day of your events.

## Payment

Please make your payment at least a day before of your usage.  
Payment can be made at the Misawa Civic Center.

## Policies

### Facility

- 1 The Misawa Civic Center is a smoke-free facility.  
Smoking is only permitted at a designated locaion outside the west entrance.
- 2 If damage is caused to the equipment and furniture, you will be liable to pay the damage.
- 3 Entry in to unauthorized places is prohibited.
- 4 Nuisances such as making loud noises and running around is prohibited in the facility.
- 5 The time of use cannot be pushed back or extended at the last minute.
- 6 The copy machine is available in the office room.  
(10yen per black-white copy, 50yen per color copy)
- 7 Eating and drinking are not allowed in the hall.

### Seminar Room and Event Hall

- 1 The desks and chairs can be rearranged if the staff is informed.  
Please make sure they are returned to the original set-up.
- 2 A microphone and projector are available. Prior notice is required for set-up.
- 3 If the stage is rented, a meeting with the staff is required.
- 4 If admission fees will be charged,an additional fee must be added in accordance with municipal regulations.
- 5 If Seminar Room 8~10 are used concurrently by different groups,we may restrict the use of sound equipment.
- 6 Please bring garbage bags for large quantities of trash. Please sort and dispose of trash appropriately in the designated area.

Location/1-6-35 Sakuracho,Misawacity  
Time for Acceptance/9:00-19:00  
Opening Hours/9:00-22:00  
Closed/Every Monday  
TEL 0176-53-8711 FAX 0176-53-8714  
E-mail: misawashi-kokaido@tohoku-kyoritz.co.jp



When you inquire about the Misawa Civic Center,we would like to request for an interpreter.  
There are no fluent English-speakers on-staff.

