

The Hodogaya Civic Auditorium

Guide of the use



Opening Hour : 9:00 - 22:00

Closed : The 3rd Monday every month

(if it comes on National Holiday, then the next day)

and December 29 - January 3

Designated manager:

Hodogayaku Kumin Riyou Shisetsu Kyoukai

Feb. 28, 2018

The Reservation Process :

You can make a reservation for using the lecture hall, the meeting rooms or/and the japanese-tatami room as follows.

1. You can make the reservation of the lecture hall for six(6) months. (ex. Apr.10 ⇒ Oct.10)
You can make the reservation of the meeting rooms or japanese-tatami room for three(3) months.
When you make the reservation the lecture hall, you can make the reservation these rooms at the same time.
(If you are not YOKOHAMA citizen, you can make it for one(1) month.)
2. In the starting date of the reservation for the date you want to use, you can request it from 8:50 at the counter.
When we get plural applications by 9:00, we decide one by a lottery.
You can also make it by telephone from 9:00 of the next date of the starting reservation.
Reservation reception is available from 9:00 to 21:00.

Note: The use for some selling or exhibition (commercial purposes) is not allowed.
You can use the facility for up to three(3) days in a row.

You must apply for the use before using the facilities as follows:

1. You have to come to the reception counter and fill out the use permission application.
You have to pay the charge at the same time.
Please come within ten(10) days from the day when carried out the reservation.
A person knowing the contents well, please come to the reception counter.
2. The contents of the application and confirmed items as follows:
 - * The official name of the event, use purpose
 - * The person in charge, the telephone number
 - * The participation number of people, the entrance fee or participation fee
(We charge an extra charge depending on an amount of money of the fee.)
 - * The detail of the event, i.e. the time schedule, the rehearsal, lighting or microphone setting, etc.
 - * Equipment to use, something to bring
 - * Goods (ex. CD of the performer, etc.) sale or not
 - * The number of cars to be parked (Up to ten (10) when you use all of the hall facilities)Note) The parking is available only for the purpose of pickup of the performer or import of the equipment.

About payment of the charge :

1. You attach the use permission application and must pay the charge at the reception counter.
The reservation is settled by the payment. Please show the authorization to the counter on the use day.
2. You must pay extra charge if you want to use extra equipment, i.e. lighting system, loudspeaker system, etc.

About goods sale or contribution :

If you have any plan of goods sale or contribution, please declare it beforehand.

1. Act of goods sale is not permitted.
However, it is permitted if the goods related to the performer as an exception. (ex. CD, book, etc.)
2. When you raise contribution, please submit the document which listed a purpose, an amount of money, etc.

The charge, the area, and the capacity

JPY		9:00 am ~ 5:00 pm	5:30 pm ~ 10:00 pm	9:00 am ~ 10:00 pm
the lecture hall (704.84 m ²) 599 people of capacity	weekday	¥15,000	¥14,000	¥29,000
	Saturday	¥18,000	¥16,800	¥34,800
	Sunday holiday			
whole of the facility (1,995.97 m ²)	weekday	¥23,300	¥19,400	¥42,700
	Saturday Sunday holiday	¥27,960	¥23,280	¥51,240

JPY		9:00 am ~ 12:00 pm	1:00 pm ~ 5:00 pm	5:30 pm ~ 10:00 pm	9:00 am ~ 10:00 pm
#1 the large conference room (135.9 m ²) 100 people of capacity	weekday	¥2,000	¥2,700	¥3,100	¥7,800
	Saturday Sunday holiday	¥2,400	¥3,240	¥3,720	¥9,360
#2 the small conference room (69.2 m ²) 50 people of capacity	weekday	¥1,000	¥1,400	¥1,600	¥4,000
	Saturday Sunday holiday	¥1,200	¥1,680	¥1,920	¥4,800
the japanese-tatami room (20 Jyo) 40 people of capacity	weekday	¥500	¥700	¥700	¥1,900
	Saturday Sunday holiday	¥600	¥840	¥840	¥2,280

When you collect entrance fee or participation fee in your event, we ask for the extra charge as follows:
 <entrance fee or participation fee : more than ¥1,000, less than ¥2,000 → 1.5 times of the above charge>
 <entrance fee or participation fee : more than ¥2,000 → double of the above charge>

ordinary charge × times = amount

※The time frame includes your preparations and cleaning.

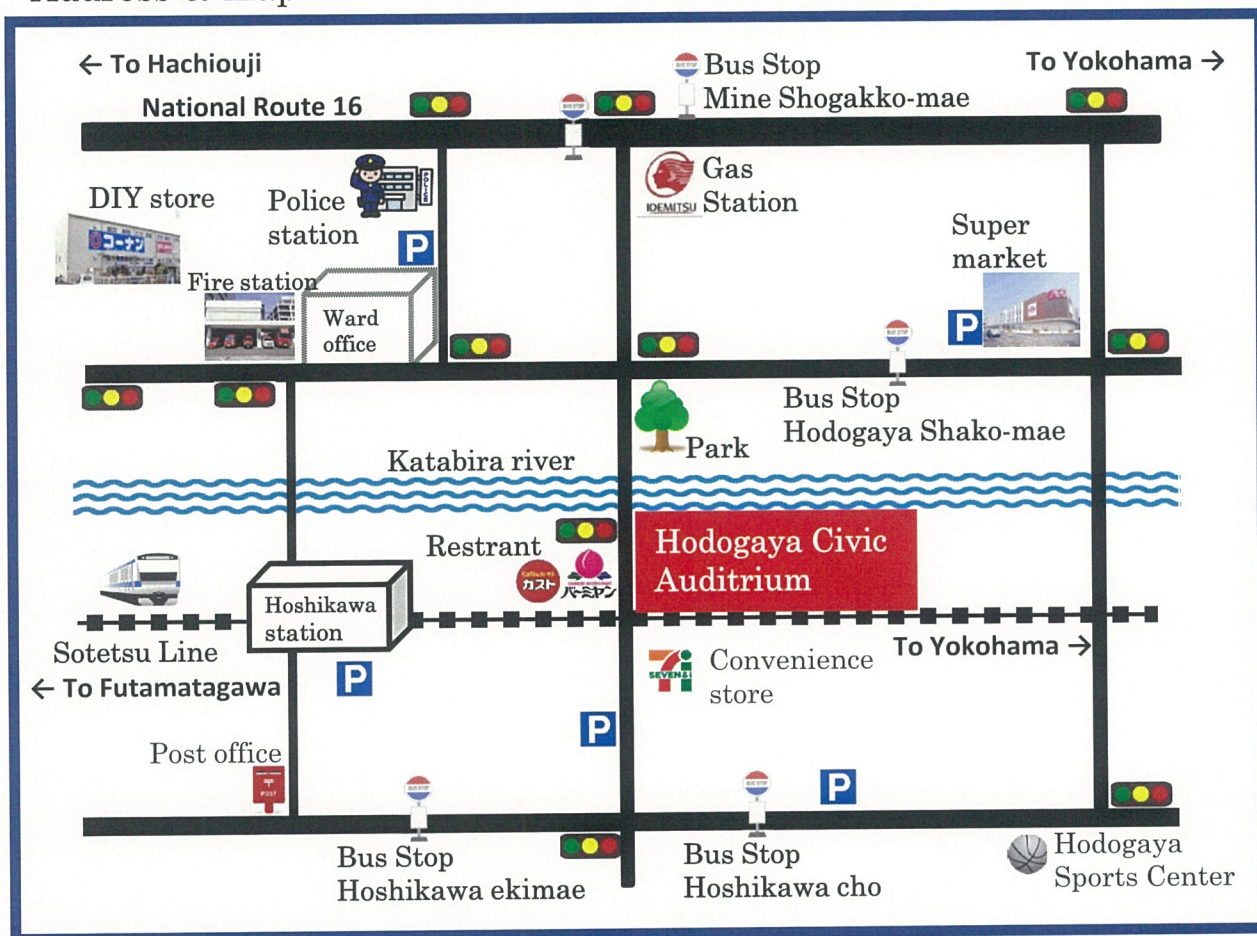
JPY		9:00am~12:00pm	1:00pm~5:00pm	5:30pm~10:00pm	9:00am~10:00pm
E u i p r m a e n t	Piano	¥1,500	¥1,500	¥1,500	¥4,500
	Loudspeaker system	¥1,500	¥1,500	¥1,500	¥4,000
	Lighting system	¥1,500	¥1,500	¥1,500	¥4,000
	CD/MD player	¥1,000	¥1,000	¥1,000	¥3,000
	Cassette tape player	¥1,000	¥1,000	¥1,000	¥3,000
	Radio & cassette player	¥1,000	¥1,000	¥1,000	¥3,000
	Projector	¥2,000	¥2,000	¥2,000	¥6,000
	VHS recorder / DVD player	¥2,000	¥2,000	¥2,000	¥6,000

* Electrical charge for your own equipment (¥ 200/kW)

¥ 200 × () kW = ¥

About the electrical charge for your own equipment

We ask for the extra charge (¥200/kW), when you bring equipment(s) using AC power.



1. For the parking lot (only 6 cars) for common use with the library, please refrain from the arrival by car.
However, when you make a reservation or an application for use, the short (less than 15 min.) parking is possible.
2. The truck for stage setting or musical instruments import is possible to 2-tons of size.
3. When you have the purpose of import/export something or the pickup of lecturers, you can use our specific parking lot. (10 cars)
 - * Please reserve it in advance.
 - * When it is full, please park in toll parking lot around here.

Please refer to our information as follows ;

<http://hodogaya-koukaidou.hodogaya-kumin.com/>

Address : 240-0006 (zip code)
1-2-1, Hoshikawa , Hodogaya-ku , Yokohama

TEL : 045-331-0497 FAX : 045-331-0527