Form 1（Section 7）

Date (Y/M/D)

Chairman

Tokyo Convention & Visitors Bureau

Address：

Company：

Representative：

Venue Rental Subsidy for Corporate Events

Application Form

As stated below, we are planning a corporate event, which is considering Tokyo as the destination city, and are submitting an application for Venue Rental Subsidy with the required documents.

1. Corporate Event Information

|  |  |
| --- | --- |
| Corporate Event/Group |  |
| Event Owner Company |  |
| Overseas planner’s name |  |
| Event Type | Corporate Meeting  Incentive |
| Website |  |
| Company Industry/Business Nature | Insurance  Banking/Finance  Electronics IT  Food  Direct sales  Automotive　Pharmaceuticals  Beauty and Cosmetics  Other (Please specify: ) |
| Country or Region |  |
| Number of Overseas Attendees |  |
| Arrival /Departure date(Japan)  Arrival /Departure date(Tokyo) | Arrival 　 　　(Y/M/D)　　Departure　　　　(Y/M/D) ( 　nights)  Arrival　　　　(Y/M/D)　 Departure (Y/M/D)  (    nights) |
| Visitor nights in Tokyo |  |
| Candidate Hotel in Tokyo |  |
| Facility/Venue Name |  |
| Other Candidate Cities  ※Please let us know at least 1 city. |  |
| Decision-Making Date | When will the destination decision be made?  (Y/M/D) |
| Venue Rental Fee（rough estimate） | JPY |
| I confirm the event is not involved in political or religious issues and does not offend public morals | Yes　 No |
| I confirm that the event organizing company is not involved in organized crime in any way. | Yes　 No |

２. Applicant/Organizer Information

（１）Role of Applicant:　 Event Owner   Overseas Planner  Other(Please specify: )

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Company |  |
| Country |  |
| Phone |  |
| Email |  |
| Website |  |

（２）Event Owners Information　※Can be left blank if same as applicant

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Company |  |
| Country |  |
| Phone |  |
| Email |  |
| Website |  |

1. Event Venue Information

|  |  |  |
| --- | --- | --- |
| Facility/Venue Name |  | |
| Contact Details | Contact Person |  |
| Title |  |
| Phone |  |
| Email |  |

I understand and accept all terms and conditions for the Venue Rental Subsidy for　Corporate Events as specified in the Subsidy Application Guidelines.

Signature of Authorized Person: Date (Y/M/D)

Full Name of Applicant: Position:

Attached Documents

|  |  |  |  |
| --- | --- | --- | --- |
|  | A copy of the complete corporate event plan and itinerary in English or Japanese |  | Letter of authorization to an agency from the organizing corporation which shows that the agency is working on behalf of the corporation, the organizational structure of the agency (name list of board of directors, articles of incorporation, etc.), and documents to show the relationship between the organizing corporation and the agency. \*To be submitted when the organizing corporation and applicant are different. |
|  | A provisional contract with the venue or a quotation from the venue addressed to the applicant |  | List of expected participants |
|  | Venue use plan and event schedule on days the designated venue is used |  | Proof of Tokyo’s status as an undecided candidate city with other competitors (In principle, RFPs from overseas event organizers and documents pledging Tokyo’s status as a city with competitors, etc. are both required) |
|  | Organizational structure of the organizing corporation (name list of board members, articles of incorporation, etc.) |  | Other necessary documents, if requested by the chairman of TCVB |

\*Please provide all documents in English or Japanese.

Form 2 (Section 9)

（Document Number）

Date　　　　　　　(Y/M/D)

Chairman

Tokyo Convention & Visitors Bureau

Venue Rental Subsidy for Corporate Events

Decision Notification Form

On (Y/M/D), the decision has been made to provide the amount of subsidy stated below to the concerned corporate event for which an application was received.

|  |  |
| --- | --- |
| Corporate Event/Group |  |
| Event Owner Company |  |
| Facility/Venue Name |  |
| Venue/Hall etc, Within the Facility |  |
| Visitor Nights in Tokyo |  |
| Amount of Subsidy | JPY |

Form３（Section 10）

Date: (Y/M/D)

Chairman

Tokyo Convention & Visitors Bureau

Address：

Company：

Representative：

Venue Rental Subsidy for Corporate Events

Destination Decision Notification Form

As stated below, the destination decision has been made regarding the corporate event to be held on (Y/M/D) by (company name). This corporate event received notification regarding the subsidy on (Y/M/D).

**\*Please fill out this form even if the final destination is not Tokyo.**

１　Event Destination City:

２　Reasons for the Decision:

Form 4（Section 11）

Date (Y/M/D)

Chairman

Tokyo Convention & Visitors Bureau

Address：

Company Name：

Representative：

Venue Rental Subsidy for Corporate Events

Application for Change/Cancellation

Regarding the corporate event notified via document number (document number), we notify the change/cancellation to the corporate event stated below.

１　Corporate event/group and event owner company:

２　Details of change/cancellation:

３　Reasons for change/cancellation:

Form 5（Section 14）

Date: (Y/M/D)

Chairman

Tokyo Convention & Visitors Bureau

Address：

Company Name：

Representative：

Venue Rental Subsidy for Corporate Events – Event Report Form

Regarding the corporate event, which received notification of subsidy on (Y/M/D) by document number (document number), we represent the event results via the event report below.

|  |  |
| --- | --- |
| Corporate Event/Group |  |
| Event Owner Company |  |
| Facility/Venue Name |  |
| Venue/Hall etc, Within the Facility |  |
| Usage period |  |
| Visitor Nights in Tokyo |  |
| Venue Rental Fee | JPY |

Attached documents

|  |  |
| --- | --- |
|  | Photos of event |
|  | Event Report (Form 5) and final statement of event and venue rental fee billing documents |
|  | Documents showing the final list of participants |
|  | Other documents if requested by the chairman of TCVB |

Form 5 (Part 2)（Section 14）

Venue Rental Subsidy for Corporate Events – Financial Statement of Results

Corporate Event/Group：

１　Project expenses

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Use | Expense Category | Expense | Amount（JPY） | Receipt No |
| **（example）MM/DD** | **Event setup** | **Venue rental fee** | **Main hall** | **JPY 100,000** |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Expenses | | | |  |  |

２　Total Expenses：

Amount of support：JPY

Form 6（Section 15）

（Document　number）

Date: (Y/M/D)

Chairman

Tokyo Convention & Visitors Bureau

Venue Rental Subsidy for Corporate Events

Determination of Subsidy

Upon inspection of the Event Report Form submitted on (Y/M/D), it has been determined that the project has been carried out in line with the Subsidy Guidelines, and the amount of subsidy stated below will be awarded.

　Amount of Subsidy：　JPY

※rounded down to the nearest thousand yen

Form 7（Section 15）

Date: (Y/M/D)

Chairman

Tokyo Convention ＆　Visitors Bureau

Address：

Company：

Representative：

Venue Rental Subsidy for Corporate Events

Invoice and Bank Transfer Request Form

We submit a claim for subsidy payment for the corporate event, which was notified of the final subsidy amount on (Y/M/D). Please make the payment to the bank account detailed below. Upon the transfer of funds by TCVB, the subsidy will be deemed to have been received,

１　Corporate Event/Group:

２　Event Owner Company:

３　Payment amount in JPY:

　４　Recipient’s account

Please see the next page

【Bank account】＊Please fill in the details of the Japanese or overseas bank account the payment is to be made to.

|  |  |  |  |
| --- | --- | --- | --- |
| Japanese Bank Account | Bank | Bank　  credit Union  credit association  Branch　  Head Branch | |
| Account details | Account Type | ［ Normal　  Current］　Account |
| Account Number |  |
| Account Name\* | （furigana） |
|  |
| Overseas Account | Recipient | Recipient’s Name\* |  |
| Recipient’s Address |  |
| Recipient’s Country |  |
| Account Details | Account Number |  |
| Payment Bank | Bank：  Branch：  Address：  Country： |
| IBAN CODE |  |
| SWIFT CODE |  |

\*In principle, payment cannot be made to a recipient other than the applicant listed on Form 1. In addition, please use an account owned by the applicant.

\*Please note that the payment will be made in Japanese Yen, and the exchange rate on the transfer day at the bank designated by TCVB will be used.