

Regarding the use of Kochi City Central Community Center (9-11th floor Cul-Port)

Registration

Reservations are accepted beginning on the 1st of the month (5th for January), six months prior to the date of

○For large meetings and events such as Shikoku wide tournament and larger, please consult with Culport office (on the 8th floor or 088-883-5061) each time.

○It is possible that events hosted by Kochi City, Kochi City Board of Education, or Kochi City Foundation for Cultural Activity will have events scheduled before the start of the registration period.

How to

Lottery

A lottery will be held on the 1st of the month (5th for January) with whoever can come to the 9th floor Study Room #3 from 12:30pm to 1:00pm (the lottery will be held even on days when the facility is closed).

After the lottery

Reservations for rooms not allocated during the lottery will be accepted at any time after the lottery (after 4pm on lottery days, next day after 8:30am if the lottery day falls on a Monday).

Registration hours/During days that the Central Community Center is open, from 8:30am to 9:00pm (※payment accepted until 8:00pm)

Registration by Fax

After checking room availability by phone or through the webpage, please send a registration form by fax. After sending the fax, please

Limits of

Kochi City Central Community Center is an educational facility which is based upon the Social Education Law.

For that reason, please understand that the usage of the facility is limited depending on purpose of use.

※Selling of goods is forbidden in the Central Community Center (9th, 10th, 11th floors). As a general rule, alcohol use is not permitted.

Days

Mondays (open if public holiday or substitute holiday)

Year-end holidays: December 28 to January 4 of next year

Kochi City Culture Plaza Cul-Port – Central Community Center Rental Rates (tax included)

Room Name	Capacity Info	Morning	Afternoon	Evening	
		9:00~12:00	13:00~17:00	17:00~21:00	
11F	Lecture Hall	Desks 56 Chairs 168	¥12,330	¥16,440	¥16,440
	Light Exercise Room	20 people	¥5,350	¥7,130	¥7,130
	Music Room	Desks 30 Chairs 30	¥4,830	¥6,440	¥6,440
10F	Crafts Room	Desks 4 Chairs 22	¥3,340	¥4,460	¥4,460
	Sculpture and Pottery Room	Desks 6 Chairs 36	¥5,420	¥7,240	¥7,240
	Painting Room	Desks 8 Chairs 24	¥6,130	¥8,170	¥8,170
	Cooking Room	36 People	¥9,800	¥13,070	¥13,070
9F	Study Room 1	Desks 13 Chairs 37	¥3,970	¥5,290	¥5,290
	Study Room 2	Desks 16 Chairs 46	¥4,450	¥5,920	¥5,920
	Study Room 3	Desks 22 Chairs 64	¥5,390	¥7,200	¥7,200
	Special Study Room	Desks 22 Chairs 44	¥5,390	¥7,200	¥7,200
	Japanese-style Room 1	28 Tatami-Mats 30 People	¥3,270	¥4,370	¥4,370
	Japanese-style Room 2	28 Tatami-Mats 30 People	¥3,270	¥4,370	¥4,370
	Japanese-style Room 3	28 Tatami-Mats 30 People	¥3,270	¥4,370	¥4,370
	Tea Room	9.5 Tatami-Mats	¥3,330	¥4,440	¥4,440
10F	Pottery Kiln Room	Biscuit Firing 1 time	Glost Firing 1 time		
		Within 3 days ¥10,880	Within 4 days ¥12,250		

※Please refer to the back for community center floor plan and usage.

●Please come to the 8th Floor Administration Room to pick up the key when it is your time to use.

●Set up and clean up shall take place within your rental time. In order to ensure your event runs smoothly, please allow for extra time and choose your rental time very carefully.

Check room availabilities on the homepage
<http://www.bunkaplaza.or.jp>

第1号様式

高知市立中央公民館使用許可願

年 月 日

高知市長 様

高知市立公民館条例及び同条例施行規則に従い、次のとおり使用したいので許可をお願いします。

使用申請番号

確認署名
又は押印

利用登録者番号				
使用者	住所〒②			
	団体名 ①	TEL ④		
	代表者名 ③	FAX ⑤		
使用責任者	住所〒⑥	TEL ⑧		
	氏名 ⑦	携帯		
使用の目的 (行事名及び内容)				
使用年月日	使用時間	使用室名	使用目的	使用人数
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減免の有無	<input type="checkbox"/> 有 (割) <input type="checkbox"/> 無	延長の予定		
使用備品	高知市又は高知市教育委員会の共催又は後援の有無		<input type="checkbox"/> 有 (共催・後援) <input type="checkbox"/> 無	
決裁	係	係長	課長補佐	課長
				事務局長
				備考

領収	収納	係

How to fill out

Please fill in the date you are submitting the form (sending date if submitting by fax).

Please provide the signature or stamp the Inkan of the person submitting the form.

This is registrant section of the form. In this section, please fill out the organization name①, address②, representative name③, phone number④, and fax number⑤. Invoices and receipts will be mailed to this address, so please make sure to fill out accurately.

Please have either the representative of the organization or somebody who will be participating on the day of the event be the “responsible party” and fill out with their address⑥, name⑦, and contact information⑧.

Please explain about the organization’s activities. If the event name is set, please fill out that as well.

Please fill out what you will be using the facility for. If it is the same content, “same as above” or double quotation marks are acceptable. ※Please use separate forms for each month.

If making a flyer promoting the event, please fax a copy to the Central Community Center Administration Office as well. Please also make sure to list the organizer’s phone number for contact information. (Please do not list Cul-Port’s phone number.)

Registration location
 〒781-9529 Kochi City Culture-Plaza Cul-Port, 8th Floor Central Community Center Administrative Office TEL 088-883-5061 FAX 088-883-5069