



RENTAL INFORMATION

Japan Society, located near the United Nations at 333 East 47th Street, was opened to the public in 1971. It is the first building in New York City of contemporary Japanese design. Architect Junzo Yoshimura of Tokyo summed up his philosophy of design:

“In Japan a house and a garden make a sort of microcosm, and we Japanese feel a deep need in our lives to feel in close touch with nature. To us the interior of the house and its garden are inseparable, and thus I have tried to arrange the rooms of the Japan Society around its gardens so that the interior spaces and gardens create a harmonious whole. I wanted all of the spaces of the Society to connect with each other, both horizontally and vertically, with each space a part of a large whole united with the gardens. The space and the gardens thus form one world complete in themselves.”

To cover operations costs, all rentals will be subject to a non-refundable administration fee of \$1,500.00 for corporations and \$1,000.00 for non-profit organizations in addition to the applicable rental fees below. Additional event operations fees may also apply.

Rooms and Spaces	Room Capacities			Rental Fees	
	Lecture Seating	Lunch & Dinner	Reception	Weekday	Weekend
Lila Acheson Wallace Auditorium & Foyer 4500 Square feet	262	--	--	\$3250	\$3500
Murase Room 1175 Square Feet	98	80	98	\$2000	\$2250
Murase Room & Foyer 2175 Square Feet	98	98	200	\$2500	\$2750
Meeting Room 1 (Limited Availability)	48	48	48	\$1000	\$1200
Meeting Room 2 (Limited Availability)	58	58	58	\$1100	\$1300
Merrill Lynch Room (Limited Availability)	36	36	36	\$800	\$900

REQUESTS FOR RENTALS

The Japan Society makes available various meeting and reception space at its facilities on a fee basis. Applications for rental are considered against the appropriateness of the event as it relates to the Japan Society's mission as a nonpartisan, nonpolitical and not-for-profit institution.

Only Japan-related non-profit organizations with a purpose in keeping with the Japan Society's mission statement and Society Corporate Members at the \$5,000 level and above are eligible to rent the Society's facilities.

Performing arts events and art exhibitions which are open to the general public are not permitted by outside organizations unless they are co-sponsored by the Japan Society.

Promotional, public relations, private and fundraising events may not be held at the Japan Society.

The Japan Society cannot guarantee repeated use of its facilities by the same organization and can not schedule rental events more than six months in advance.

The sale of tickets for admission is not permitted on the premises.

Beer and wine are the only alcoholic beverages permitted on the premises.

The Japan Society's catering kitchen may be used for warming only. No cooking may be done on the premises.

Japan Society will hire supervising maitre d's, audiovisual staff, cost check attendants, ushers and security guards as necessary at the expense of the renting organization.

Requests for rentals shall be made in writing on the letterhead of the organization so that the Japan Society can assess the appropriateness of the event and determine specific space and service requirements. The letter should include the following information:

1. The purpose of the event;
2. The type of audience (e.g., membership, invited guests, general public);
3. The desired dates, including second and third choices;
4. The duration of the event, including sequence of activities;
5. Desired space(s);
6. The maximum number of persons expected to attend; and
7. Special set-up requirements (e.g., exhibits, audio visual equipment).

This letter may be mailed to Japan Society, 333 E. 47th Street, New York, NY 10017, Attn: House Activities Department, faxed to the same at (212) 715-1262 or emailed to jfu@japansociety.org.