

Nagoya Civic Assembly Hall



The Nagoya Civic Assembly Hall, one of the first public halls in Japan, was opened in October 1930 to commemorate the marriage of the Showa Emperor. The historic building stands in Tsuruma Park and has long been admired by the citizens of Nagoya. The structure is equipped with a Large Hall and a multipurpose 4th Floor Hall. In addition, there are seven Assembly Rooms, one Japanese-style Room and one Special Room which are used for meetings, sturdy-groups, and gatherings.

In 1980, major renovation project was implemented to improve the building's facilities for hosting functions.

The assembly hall contributes to the promotion of the cultural activities and serves as a venue for conventions.

Start of construction : April 2 . 1927

Completion : September 30 . 1930

Opening : October 10 . 1930

Outline & How to use
Nagoya Civic Assembly Hall

Outline of the Civic Assembly Hall

Structure... Steel Framed and Concrete Reinforced, 4 floors above ground, 1 floor below ground

Area of the premises... 6,402 m²

Covered area... 2,670 m²

Total area over all floors of the building... 11,939 m²

Beginning of construction... April 2, 1927

Completion... September 30, 1930

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Information about the Facilities

Facility Name	Capacity (Area)	Primary Usage
Main Hall (with 3 waiting rooms and 3 dressing rooms)	1994 people 1st floor seating – 980 (including 8 spaces for wheelchairs) 2nd floor seating – 562 3rd floor seating – 452	A multi-purpose hall used for plays, concerts, etc. in addition to ceremonies and lectures.
4th Floor Hall (with 1 waiting room)	780 people (833 m ²)	Besides ceremonies and lectures, this hall can also be used for examinations and other purposes.
2nd floor	Assembly Room #1	30 people (73 m ²)
	Assembly Room #2	30 people (90 m ²)
	Assembly Room #3	18 people (37 m ²)
3rd floor	Japanese-style Room	30 people (21 tatami mats)
	Assembly Room #4	30 people (73 m ²)
	Assembly Room #5	30 people (78 m ²)
	Assembly Room #6	30 people (84 m ²)
4th floor	Assembly Room #7 (with 1 waiting room)	150 people (210 m ²)
	Special Room	20 people (90 m ²)

Usage

1. Applying to Use the Facilities

- Our application hours are from 9:00am to 9:00pm. However, on assembly hall maintenance days, our application hours end at 5:30pm. On days when the assembly hall is closed (from Dec. 29 to Jan. 3), we do not have application hours.
- The starting date to apply for our facilities is written in the following chart.

Section	Starting Date to Apply
Main Hall	The first weekday of the month twelve months before the month of desired use.
4th Floor Hall	The first weekday of the month six months before the month of desired use. However, if you are using this hall in conjunction with the Main Hall, it is possible to apply for both at the same time.
Assembly Room	The first weekday of the month three months before the month of desired use. However, if you are using this room in conjunction with another hall, it is possible to apply for both at the same time.

- We do not accept applications via telephone or post, so if you want to apply, please come to the assembly hall and fill in the necessary items of the designated application form.

2. Usage Fees

- The usage fees are as specified in the accompanying table.
- Please pay the usage fees via cash or bank deposit. We will issue a permission slip to you once we receive the usage fee.
- Please pay the usage fees for auxiliary equipment on the day of use.
- In principle, we cannot return usage fees that have already been paid. However, if you complete the cancellation procedures 14 days before the day of use, then we will return half of the usage fee to you.

3. Hours of Use

The times that you may use the facilities are written in the chart below. Preparation and cleanup are included in these times, so please keep this in mind when you are planning your event.

Morning	9:00 am – 12:00 pm	Morning/Afternoon	9:00 am – 4:30 pm
Afternoon	1:00 pm – 4:30 pm	Afternoon/Evening	1:00 pm – 9:30 pm
Evening	5:30 pm – 9:30 pm	Whole Day	9:00 am – 9:30 pm

4. Restrictions on Permission of Use

In the case that your actions fall under any of the following items, we will not permit you to use the assembly hall. Also, there are cases in which we may alter or cancel permission even after we have granted it.

- When intended use of the facilities is a threat to the public order or the common good.
- When there are impediments to administration such as entrance beyond room capacity or inappropriate behavior.
- When the use of the facilities violates the Nagoya Civic Assembly Hall Ordinance or regulations based thereon.
- When the user acts contrary to the permitted intention of use or violates the conditions attached to the permission of use.
- When the user transfers or subleases the rights of use.
- During disasters (including issuances of Official Earthquake Warnings and Tokai Earthquake Advisories) or otherwise, when a situation arises which is administratively beyond the Civic Assembly Hall's control.

5. Days on which you cannot use the facilities

- Dec. 29 – Jan. 3 (building closed)
 - We may set other temporary maintenance days and days on which the building is closed.
- For information about the Civic Assembly Hall's facilities and about the process from the day you apply to the day you will be using the hall, please kindly inquire at the Civic Assembly Hall Administration Office.

Nagoya Civic Assembly Hall (Nagoyashi Kokaido)

Zip code 466-0064

1-3 Tsurumai 1-chome, Syouwa-ku, Nagoya Aichi Japan

Phone 052-731-7191

Fax 052-731-7149

2 minutes from entrance No.4 of Subway Tsurumai station.

2 minutes from entrance Tsuruma-Park side of Tsurumai-station,
JR-Chuo Main Line