

UNPLAN Gallery

Purpose of Use

The UNPLAN gallery is a place for presenting free expressions at UNPLAN Kagurazaka. Individuals and groups can use the 1st floor cafe lounge area for exhibitions of art and crafts (limited to those that can be displayed on walls, such as paintings or photographs), events, etc. However, use of the UNPLAN gallery may be prohibited if the art or events are deemed offensive to public order and morals, represent specific political movements or religious activities, abuse human rights, or are in any other way judged by the gallery to be unsuitable for exhibition. Please submit your portfolio when making an inquiry about the gallery.

Length of Use, Time, Cost

The gallery can be booked in units of 1 month.

Café Hours (Mondays to Saturdays 10:30-23:00) (Sundays and holidays 10:30-19:00)

There is a fee of 10,000 yen for exhibition grounds.

There is a fee to conduct reception parties or privately reserve the space.

If you sell a piece, we ask you to pay us a brokerage fee (20% of the piece's selling price).

We will make the payment to you at the end of the following month

We will ask you create and submit an invoice.

For anything that does not regard sales, we ask the artist to interact with customers directly (e.g. delivering pieces and fees based on it).

Setting Up and Taking Down Pieces

Please set up and take down your exhibition on a Sunday after our cafe closes (3 hours, between 19:00-22:00).

This must be done by the gallery user in the presence of gallery staff.

Please use our step ladder to set up pieces in high places to avoid any chance of injury. We are not liable for any injured persons.

We provide a picture rail to hang gallery pieces. Please try to use the picture rail hooks and wires as much as possible. If you require string, rope (fishing line), etc. please prepare your own. Use of nails, screws, drawing tacks, and double-sided tape is prohibited. If you are considering using anything else, please contact us first.

After the exhibition has finished, please leave the place in the same state it was before the exhibition.

Please take with you any garbage, unused items, or other forms of waste that is produced from the exhibition.

If the gallery's accessories and equipment are damaged, soiled or lost, the gallery user is responsible for repair costs. Please prepare your own materials for packing your work, paper bags, etc.

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Management of Exhibition Items

Please note that the gallery is located in a hostel, so it is also a shared space for guests and café customers.

It is the responsibility of the user to manage and maintain the pieces on display. The gallery will also consider exhibition pieces with care, but we cannot be held liable for any damage caused by natural disasters, fires, theft, damage or any other unexpected accidents.

Withdrawal of Use

In the following cases, usage may be discontinued during the exhibition period.

- ✧ The pieces on display or purpose of use differ from the content submitted in the user's application and defy the gallery rules.
- ✧ If the user's actions repeatedly cause inconvenience to the gallery or neighboring residents.
- ✧ If the right to use the gallery are transferred to a third party. Or if the event subject is found to be different from what was stated in the user's application.
- ✧ If there are any other serious violations of the gallery use agreement.

In the cases listed above, we will not be liable for any damages caused by suspension of use.

If the gallery becomes unusable due to natural disasters, fires, accidents, etc., no further liability for damages due to discontinuation of use can be assumed.

Parking

There is coin parking located in front of the hostel. However, the parking lot is not the hostel's property, so we cannot take reserve parking spots. The road in front of the hostel is narrow, so please be careful when driving here.

Use of Facilities

✧ Gallery lighting

We use lighting rail spotlights. Please ask staff for assistance in positioning lights. If you wish to bring any other equipment that uses power, please consult with us first.

✧ Use of fire and water

Use of fire or large amounts of water in works or productions is prohibited. We may refuse to exhibit your pieces if you fail to contact us regarding this in advance.

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Announcements

◇ Regarding DM

Invitations, catalogs, etc. must be prepared by the gallery user.

※ Please include, “It is a café gallery, so please order something when you visit,” in invitations.

Submissions must be made at least two weeks before the date of the exhibition. The invitations cannot be altered once submitted.

※ Please make sure that the gallery’s basic information is correct (address, telephone, fax, etc.) before submitting.

We have prepared a map and logo data file (PDF file) for the gallery. Please contact us if you would like to use it.

※ The file can be edited with Adobe Illustrator / Photoshop.

Exhibition Layout

