

To Groups Visiting the Science Museum

Thank you for booking your visit to the Science Museum.

We kindly ask group leaders **to supervise their participants to ensure proper conduct and safety** within the museum.

Please read the following information carefully before your visit. We also request that travel agencies share this information with the group organizers.

- If you are running late, please contact the Group Reception Desk at 03-3212-8458.
- Please pay the admission fee on the day of your visit. *Please note that we cannot accommodate changes to the group size or issue refunds once payment is completed or after you have left the premises.* We kindly ask you to verify your final group count before making your payment.
- **Please keep your belongings with you at all times while exploring the museum.** To prevent items from being lost or left behind, especially on rainy days, we recommend bringing portable rain gear such as a folding umbrella or a raincoat that fits in your bag.
- *Please refrain from visiting if you have a fever or feel unwell.* We reserve the right to ask visitors to leave if they exhibit symptoms of illness, such as a high fever or vomiting, after entering the museum.
- Please check our website for the latest updates and visitor guidelines before your visit.

Flow of Your Visit: Arrival to Departure

1.

Please form a line at the designated outdoor assembly area. A staff member will arrive shortly to guide your group.

- If your group will be moving through the facility together, please organize into your respective groups before entry.

- *To maintain a smooth flow for all visitors, please refrain from conducting roll calls or group meetings inside the building.* We kindly ask group leaders to provide all necessary instructions in this outdoor assembly area.
- If multiple groups arrive simultaneously, we will provide guidance in the order of arrival. We appreciate your patience and cooperation.

2.

Please take the stairs or escalator to your desired floor to begin exploring the exhibits.

- If you plan to eat at the designated lunch areas on the 2nd or 4th floor, our staff will escort your group to the entrance. Once the location is confirmed, please disperse promptly to avoid crowding.
- A group leader should lead the way to ensure that the group moves smoothly along the pathways and stairways without stopping or lingering.
- When moving between floors, please use the stairs or escalators to go up, and the stairs only to go down. Please note that there is no fixed tour route; feel free to explore the exhibits at your own pace.

■ Admission Fee Payment

Group leaders are requested to pay the admission fee at the Ticket Counter upon arrival.

Note:

- Credit cards and electronic money are not accepted for group payments.
- *Please note that we cannot accommodate changes to the group size or issue refunds once payment is completed or after you have left the premises.* We kindly ask you to verify your final group count before making your payment.

3.

After your visit, please make your way to the first floor via the central staircase and gather at the outdoor assembly area by the designated time. Once your entire group has assembled, please proceed to the exit.

- Please use the restrooms on the 2nd through 5th floors before your designated departure time.

- Please ensure you have all your belongings before leaving. If you have lost an item, please visit the Ticket Counter with a group leader. *For hygiene reasons, any lunch boxes left behind will be stored for one week and then discarded, regardless of whether they contain food.*
- Please do not gather or wait in the first-floor lobby. All groups are required to meet at the designated outdoor assembly area.
- Please note that no public announcements will be made regarding designated times. If your group has not fully assembled by the designated time, please contact the Ticket Counter for assistance.

■ Designated Lunch Area Guidelines

- The designated lunch areas are located on either the 2nd or 4th floor (seating assignments will be determined the evening before).
- The designated lunch area may be used for *30 minutes*, from the time of entry until your group departs.
- As the designated lunch areas operate on a rotation system with other groups, use is strictly limited to your designated time.
- **Please ensure your table is cleaned before leaving.** As we do not provide cleaning services between rotations, we kindly ask for your cooperation in keeping the area tidy for the next group.
- *Tables seat eight people.* Please sit closely together starting from the back to avoid any empty seats. As seating is limited to your exact group size, please notify us immediately of any increase in numbers.
- Group leaders must check the seating chart at the entrance of the designated lunch area to confirm your group's table location and time slot.
- Please gather in the designated area marked by lines in front of the lunch area approximately 5 minutes before your time slot. To keep passageways clear, please wait in an orderly line.
- *Please do not leave your belongings in the designated lunch area while touring the facility. Additionally, we kindly ask that groups do not line up for meals before their designated time.*
- If you arrive late, you may not be able to use the designated lunch area. In such cases, please use KITANOMARU PARK or your bus. Please note that we do not provide rentals for picnic blankets or other supplies.

Request for Bus Passengers

In accordance with instructions from the KOJIMACHI Police Station, *boarding and alighting from buses is strictly prohibited in the area marked with diagonal lines (the road within KITANOMARU PARK in front of the museum entrance)*. Please use the KITANOMARU PARK Third Parking Lot for all boarding and alighting. The parking lot is approximately a 5-minute walk from the museum. This policy applies even in rainy weather.

- When using the parking lot, please make your reservation at the same time as your group booking.
- Upon entering the parking lot, please inform the attendant of the group name used for your reservation.
- Please pay the parking fee directly at the parking lot. Please note that the payment machines do not accept 10,000-yen or 5,000-yen bills. As we do not provide currency exchange services, please ensure you have smaller bills or change ready in advance.

Parking Fees (Per Bus)

Duration	Fee
Up to 3 hours	4,000 yen
Each additional hour	1,000 yen
Daily Maximum	7,000 yen

For inquiries regarding parking:
KITANOMARU PARK
Parking Lot No. 3
 Phone: 03-3212-2321



Contact Us

If you have any questions or would like to schedule a tour, please contact us at the address below in advance. We look forward to welcoming your group.

Science Museum: Group Reservations

Phone: 03-3212-8458 (9:00 AM – 5:00 PM)