



# Studio Space Application Information

静岡市クリエイター支援センター 入居者募集要項

## [1] CCC Location and Facility

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- (1) Location: 4-16 Ote-machi, Aoi-ku; Shizuoka City JAPAN  
Access: 10 minute walk from JR Shizuoka Train Station  
1 hour by Shinkansen Train from Tokyo
- (2) Building: 3-story steel reinforced concrete; built in 1986
- This building was used as an elementary school until 2007 after which it was renovated for CCC.

## [2] Studio Spaces Available

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There are three (3) studio space available for rent.

## [3] About the Studio Spaces

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The studio space is one-half of a classroom which has been divided by a partition wall. There are 10 studios in total.

- (1) Size: approximately 28 square meters
- (2) Amenities:
- + 24-hour access
  - + Electrical outlets in every studio (maximum of 15 amps)
  - + Telephone & internet outlets in every studio (studio resident is responsible for acquiring & paying for service provider)
  - + Security system (a security card will be given upon moving in)
  - + A/C controls in each studio

\* Each studio is privately-used, but there will be periodic safety inspection of facility equipment.

\* The use of flames is prohibited.

\* Work space only; a separate residence (apartment, house...) is needed.

## [4] Studio Space Rent & Fees

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- (1) Studio Space Rent: 30,000 JPY per month (for one studio space)
- (2) Parking Space: 9,000 JPY per month (by request; one space per studio may be rented)
- (3) Electricity Usage: The office will bill each studio for their electricity usage each month.

## [5] Who May Apply for Studio Rental

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- + Anyone who is involved in or wish to start a creative business and has a strong desire to grow as a business.
  - \*A creative business by CCC definition includes activities which are based in the creative industry including advertising, architecture, art, game, traditional crafts, design, fashion, moving image/video, music, publishing, software, television/radio, manga, animation, social design, etc...).

- + For those living in Japan: Have not defaulted in paying local taxes (individuals) or local business taxes (businesses)

- + For those overseas: Financial resources to set up residence in Japan

\* Foreign nationals must possess appropriate Japan residency permit (visa) or are able to apply for one after CCC acceptance.

## [6] Period of Use

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In principle, there is a one-year (1 year) contract. But if approved, up to three (3) years is possible.

## [7] Facility Usage Conditions

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- + Studio spaces must be used for the preparation of or activities of a creative business.
- + Active participation in CCC-related activities.
- + Loud noises, vibrations or strong smells is prohibited.
- + A business activities report must be presented to the CCC office at the end of each fiscal year. Also, at the end of residence a report on activities during the entire residence period (of up to 3 years) must be presented to the city and CCC office.

## [8] Conditions for Graduation from CCC

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During residency, if a review panel finds that the following applies, a resident will graduate from the center.

- + Business is stable and there is no longer a need for support from the center.

## [9] Conditions for Eviction

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During residency, if a review panel finds that one or some of the following apply, a resident will be asked to leave the center.

- + Business is failing and there is no possibility of improvement, even with support of the center coordinator or other management specialists.
- + No activity as indicated in the business plan submitted during the application process has been accomplished and there is no possibility of improvement even with support of the center coordinator or other specialists.
- + Lending out studio space or facility equipment to a third party or using it as a private property.
- + No involvement in center activities.
- + Failure to submit a yearly business report.

Automatic termination or eviction if any of the following are determined.

- + Violation of public law or morals.
- + Cause deliberate damage to the center's building or equipment
- + Involvement in any organized group involved in violent or unlawful acts.
- + Use of any unlawful means to acquire usage permission.
- + Failure to pay rent/usage fees or utilities without due reason.
- + Failure to follow instructions set by management.
- + Violation of local laws and regulations.
- + Failure to acquire or the loss of appropriate Japan residence permit (visa).

## [10] Application Period

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Applications are accepted at any time while rooms are available.

- + Attachments with Email applications are limited to a maximum of 3 MB.
- + Send all application materials to the address indicated in this information sheet.
- + Hand-delivered applications should be brought to the center on weekdays between the hours of 9:00–20:00.

## [11] Tours of CCC

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**Guided tours of CCC are available.**

Please [contact us](#) to make an appointment. (Tours are in principle in Japanese. Please indicate if you would like it in English.)

## [12] Screening Process

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- (1) First Round      Application Screening  
+ Results will be sent by Email within 1 month of screening.
- (2) Second Round    Interviews (only those who pass the first round)  
+ Interview date will be sent by Email from CCC after screening.  
+ Results will be sent by Email. Paperwork will also be sent to the selected applicants.

\*1 After notification of acceptance, those without a Japan residency permit (visa), must apply and receive acceptance before residency can begin.

- (3) Screening Criteria
- + Strong desire to expand business
  - + Posses a clear vision and concept
  - + Has a good record of past achievements and activities with substance
  - + Recognized as having strong potential
  - + Conducts a uniquely creative activities
  - + Has strong desire to work with local industry and business
  - + After leaving the center, the person has a desire to continue business relations with Shizuoka

## [13] Assignment of Studio Space

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In principle, a drawing will be held to determine which studio will be used.

## [14] Other Facility Areas Available for Use by Residents

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- (1) CCC Meeting Room      + Size: approximately 55 square meters  
+ communal space divided into 3 areas  
+ Wi-Fi available (free; office will provide password)
- (2) Community Space      + Size: approximately 96 square meters  
+ a communal space with vending machines  
+ Wi-Fi available (free; office will provide password)
- (3) Copy Room              + a shared copy/printer machine available for a fee
- (4) Gallery                  + Exhibit of studio resident work organized by the center's curator
- (5) Rental Areas/Equipment    + Hi-Vision Image Editing Room, Exhibit Corner (1 & 2), Presentation Room, Training Rooms (1 & 2) , Hi-Vision Camera (large & small), Tripod, Monitor, Sound equipment, Lighting equipment, etc...
- (6) Bicycle Parking         + Located next to the west entrance
- (7) Toilets                  + shared; located on each floor

## [15] Services Available to Studio Residents

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- (1) Resident Support Program  
The coordinator, a creative business veteran, will give business-development, marketing, technical and other advice.
- (2) Presentation Support  
Exhibits and other presentation events for resident's work in the Gallery or Presentation Room will be organized.
- (3) Seminars, Workshops, Training Sessions  
Creatives from around the world will be invited to give seminars, workshops, and training sessions at the center.
- (4) Networking Opportunities
- + In order to build a global network, networking events with guest creatives will be held with studio residents.
  - + In order to create business chances, networking events with other contents creatives and industry people will be held.

\* CCC language of operation is Japanese, but assistance in English by bilingual staff is available.

## [16] Application Paperwork to be Submitted

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Application Forms (1 copy each):

1. the center for creative communications [Studio Usage Application Form](#)
2. [Business Plan Form](#)
3. [Resume Form](#)

Other Documents (1 copy each):

4. Proof of income (copy of most recent yearly tax filing, etc...) \*If residing in Japan a “納税証明書”  
For those residing outside Japan: Also proof of financial ability to live in Japan (bank balance affidavit, etc...)  
If applying as a company: Company's most recent financial statement (決算書)
5. Portfolio of work (data no larger than 2mb).

English language application forms can be [download from here \(all forms in a zip file\)](#) or can be requested by Email.  
Japanese application forms are also available on our [website](#) or at our office.

## [17] Send Application or Information Requests to:

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the center for creative communications (CCC)

4-16 Ote-mach, Aoi-ku  
Shizuoka City 420-0853  
JAPAN

Email: [info@c-c-c.or.jp](mailto:info@c-c-c.or.jp)  
Tel: \*81-(0)54-205-4750  
Fax: \*81-(0)54-293-4332

## [18] CCC Facility Photos

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Front Entrance



Studio Space B



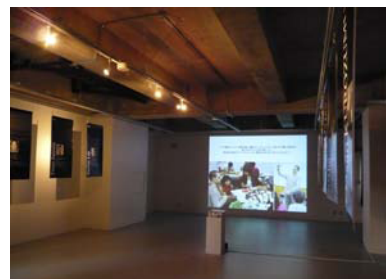
Presentation Room



Rear (next to castle watchtower)



Studio Space A



Gallery



[www.c-c-c.or.jp](http://www.c-c-c.or.jp)

Visit the CCC website for more information.