

Kyoto Sento Imperial Palace

Application Guidelines

■ About the Visit

Visitors to the Kyoto Sento Imperial Palace are required to take a tour guided by our staff. Free access is not permitted. The tour has limited capacity; therefore, it is necessary to apply.

The tour does not include the interiors of the buildings.

【Time Slots】 **Tours are only available in Japanese** : 9:30•11:00•13:30•14:30•15:30

※Free multilanguage audio guides (English, Chinese, French, Spanish, and Korean) are available for foreign visitors. Please ask at the local reception desk. However, there is a limit of the number of audio guide.

【Capacity】 250 persons per day (50 persons per tour)

【Duration】 Approximately 60 minutes

【Admission Fee】 Admission is free

【Notes】

- ◆ All visitors are required to present ID (Passport or Residence Card for residents in Japan).
- ◆ The visitor's path is about 1 km long, with stone bridges without handrails, large steps and stepping stones. Please note that you will be walking on unstable ground.

■ Closed Day <[Click here to go to the calendar](#)>

1. **Mondays** (If Monday is a national holiday, the office is open on the holiday and closed on Tuesday)
2. New Year holidays (December 28 - January 4)
3. Any day when events and other operational reasons occur.

■ About Application **No applications will be accepted once capacity is reached.**

1. **Visitors must be aged 18 years or older.** Visitors younger than 18 years (including toddlers and infants) are not permitted to enter.
2. A main applicant may include up to three accompanying persons in the application. This is only possible if there are vacancies.
3. Applications submitted by proxy, travel agents, or related industries will not be accepted.
4. The following information is required at the time of application:
 - For all participants: Name, age, and nationality.
 - For the main applicant: In addition to the above information, contact phone number and email address.
5. **Each in-person applicant is required to present an ID.**

Advance Application

● Online Application [〈Click here to go to the application page〉](#)

- ◆ Application acceptance period: 3 months in advance from the first day of that month until 3 days before your preferred date.

For example: If your preferred date is 10 November, you can apply for that date

from 5:00 on 1 August until 23:59 on 7 November.

- ◆ If the number of applications exceeds the allocated capacity for that day, a lottery will be conducted. The results will be emailed to you within 3 working days.

● In Person at the Kyoto Office of the Imperial Household Agency

- ◆ Application acceptance period: 3 months in advance from the first day of that month until 1 day before your preferred date. However, please note that it may not be possible to issue a permit.
- ◆ ID is required.
- ◆ Please be sure to check the Contact Section for details of the Kyoto Office.

Walk-in Registration: In Person at the Kyoto Sento Imperial Palace

【Time Slots】 Tours are only available in Japanese: 9:30•11:00•13:30•14:30•15:30

【Capacity】 50 persons per day (10 persons per tour)

※Remaining vacancies from advance applications will be added.

An updated list of vacancies can be found [here](#).

【Reception Location】 [At the entrance of the Kyoto Sento Imperial Palace](#)

Address: In the Kyoto Gyoen National Garden, Kamigyo-ku, Kyoto

【Registration Process】

- ◆ Reception starts at 8:40.
- ◆ Numbered tickets with specific tour times will be issued on a first come, first served basis. Registration will be closed once the capacity is reached. ID is required to collect the ticket.
- ◆ Registration form requires each participant's full name, age, and nationality.

■ [Access](#)

Kyoto Sento Imperial Palace

- ◆ Subway Karasuma Line, Marutamachi Station No.1 Exit: 15 minutes' walk
- ◆ Kyoto City Bus, Kyoto Prefectural University of Medicine Bus Stop: 10 minutes' walk

■ Contact

The Kyoto Office of Imperial Household Agency

3, Kyoto Gyoen National Garden, Kamigyo-ku, Kyoto, 602-8611

Tel: 075 211 1215 e-mail: kyotosankan-info@kunaicho.go.jp

Office working hours: 8:40-17:00

Closed on Mondays (If Monday is a national holiday, the office is open on the holiday and closed on Tuesday) and New Year holidays (December 28 - January 4)