

MEDIATION CENTRE BOOKING FORM

Please complete this booking enquiry form electronically or by hand and return to the Victorian Bar Mediation Centre by email: mediation.centre@vicbar.com.au or by fax: (03) 9225 6922. Compulsory fields are marked with *

Mediation Centre staff will contact to confirm availability and complete your booking. Your booking is only tentative until confirmed by the centre.

DETAILS OF PERSON MAKING THE ENQUIRY

*Name _____ Firm _____

*Phone _____ Today's date _____

MEDIATION INFORMATION

*Matter _____ Mediator _____

*Date of mediation _____ Commencing time _____

No of parties _____ No of boardrooms _____ No of conference rooms _____

Do you want the fee split evenly between all parties? Yes No Please specify? _____

Are there any specific client needs for us to be aware of? _____

Is catering required? Yes No (please complete separate catering form once booking is confirmed)

FIRM #1 Name of firm _____

Solicitor _____ Barrister _____

Phone _____ Email _____

Mailing address _____

FIRM #2 Name of firm _____

Solicitor _____ Barrister _____

Phone _____ Email _____

Mailing address _____

FIRM #3 Name of firm _____

Solicitor _____ Barrister _____

Phone _____ Email _____

Mailing address _____

(Please fill out a second copy of this form if more than 3 parties are involved)

