

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 in red.

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 _____ Email _____ Today's date _____

MEDIATION INFORMATION

Matter _____ Mediator _____

Date of mediation _____ Commencing time _____ No of parties _____

No of boardrooms _____ No of breakout rooms _____

Do you want the fee split evenly between all parties? Yes No If no, please specify the firm _____

Is video conferencing required? Yes No (the facility hiring fees are \$145 including GST)

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

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

FIRM #1 Name of Firm _____ No of attendees _____

Solicitor _____ Barrister _____

Phone _____ Email _____

Mailing address _____

FIRM #2 Name of Firm _____ No of attendees _____

Solicitor _____ Barrister _____

Phone _____ Email _____

Mailing address _____

FIRM #3 Name of Firm _____ No of attendees _____

Solicitor _____ Barrister _____

Phone _____ Email _____

Mailing address _____

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

