

# 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](mailto:mediation.centre@vicbar.com.au) or by fax: (03) 9225 6922.

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 \_\_\_\_\_

**FIRM #2** Name of Firm \_\_\_\_\_ No of attendees \_\_\_\_\_

Solicitor \_\_\_\_\_ Barrister \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**FIRM #3** Name of Firm \_\_\_\_\_ No of attendees \_\_\_\_\_

Solicitor \_\_\_\_\_ Barrister \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

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

