

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

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)

