



THE VICTORIAN BAR INCORPORATED

MEDIATION CENTRE

INFORMATION GUIDE

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OVERVIEW

The Victorian Bar Mediation Centre is a purpose-built facility conveniently located in the legal precinct of Melbourne's CBD. The Centre was developed by the Victorian Bar to be an efficient and comfortable environment in which parties can resolve disputes through mediation.

The Mediation Centre includes conference rooms for privacy when consulting with clients, and bright, spacious boardrooms for all parties to come together during mediation. It provides the services and facilities required for effective dispute resolution including computing, printing and photocopying, telephone and video conferencing capabilities, wireless internet access, and unlimited tea and coffee. More substantial catering packages are also available.

LOCATION AND CONTACT

Douglas Menzies Chambers
Level 1 & 3, 180 William St
Melbourne VIC 3000

T: +61 (03) 9225 6930

E: mediation.centre@vicbar.com.au

W: www.vicbarmediation.com.au



OPERATING HOURS

The Mediation Centre is open from 9am – 5pm Monday to Friday.

Special arrangements can be made for our closing times as we understand that mediations can unexpectedly run overtime.

SERVICES AND FACILITIES

The Mediation Centre is owned and operated by The Victorian Bar Inc., a not-for-profit member's organisation. The Centre is equipped with a number of self-service facilities provided **at no extra cost** for use by participants of the mediation.

WIRELESS INTERNET ACCESS

The Mediation Centre is equipped with its own secure wireless internet service. To access the wireless internet you will need a laptop or phone with Wi-Fi capability.

COMPUTING, PRINTING AND PHOTOCOPYING FACILITIES

The Mediation Centre is equipped with a photocopier and desktop computer with word processing programs, internet access, temporary email access and printing facilities.

COMMUNICATION FACILITIES

The Centre offers video conferencing facilities in select rooms. Our friendly staff can arrange the set-up for Zoom meetings as required.

COMPLIMENTARY BEVERAGES

The Mediation Centre has a self-service facility which allows for unlimited coffee made from freshly ground coffee beans as well as other high-quality hot beverages. Filtered and chilled water, mints and biscuits are also available.

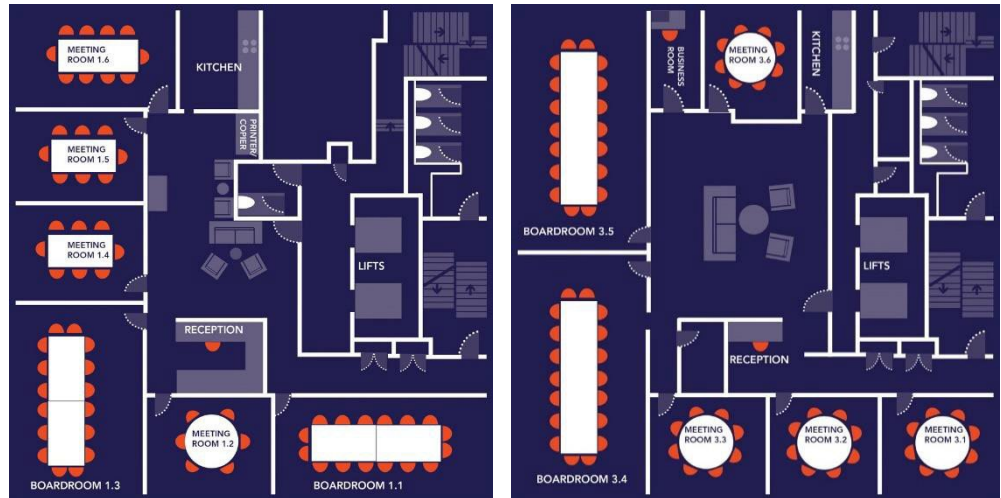
MEDIATION CENTRE LAYOUT

ROOM CONFIGURATION

The Mediation Centre is comprised of four boardrooms and eight conference rooms.

TWO PARTY MEDIATIONS

The configuration commonly employed for a two-party mediation is a boardroom and two conference rooms, which comfortably seat 18 people and up to 10 people respectively. This provides the privacy to consult with clients and a spacious environment for all parties to come together during the mediation.



OTHER BOOKINGS

The Centre is able to conduct four mediations simultaneously or the entire Centre can be booked in order to accommodate larger mediations.

Room allocation and seating arrangements are flexible so the Mediation Centre can accommodate for many types of bookings, including mediation, arbitration, negotiation and conciliation, as well as general meetings and conferences.

RATES AND BOOKINGS

LIST OF CHARGES

** The Victorian Bar Mediation Centre price increase will be effective from 1 October 2023.*

Room hire options – The Victorian Bar Mediation Centre	Charge (inc GST)
One boardroom and two conference rooms – recommended booking (for 2-3 party mediations)	\$950
One boardroom and three conference rooms (for 4 party mediations)	\$1,250
Entire floor – two boardrooms and four conference rooms (for 5 to 6 party mediations)	\$1,895
Half-day bookings – One boardroom and two conference rooms (for a 2-3 party mediation)	\$725

BOOKING, BILLING AND ACCOUNT ENQUIRIES

T: +61 (03) 9225 6930

E: mediation.centre@vicbar.com.au

Full terms and conditions of hire can be found at the end of this document.

CATERING

Catering packages can be viewed on the Vicbar Mediation Centre [website](#).

Please talk to our friendly staff to build a menu to suit your needs or book a [set menu package online](#). All dietary requests are catered for. Some options, including kosher meals, may require additional notice.

VIDEO CONFERENCING

Video conferencing is available in select rooms. Please specify when booking if you will require video conferencing facilities. Hourly and daily video conferencing rates are an additional fee to room rates and can be viewed on the Vicbar Mediation Centre [website](#).

TERMS AND CONDITIONS OF HIRE

1. **Tentative bookings** – Will be held for a period of 3 business days from the date of quotation. If a tentative booking is not confirmed by close of business on the third business day, it will be cancelled, making it available for others to book.
2. **Booking confirmation** – Upon confirmation of booking, an invoice and confirmation letter will be issued to each party involved in the mediation according to information provided in the booking form. Booking confirmation documentation will be sent to each party by email unless specified otherwise.
3. **Payment due** – Hire fees are payable by all parties upon booking confirmation. Hire fees must be received in full no later than 3 business days prior to the date of the booking. Payment options are listed at the end of this page.
4. **Cancellation** – Hire fees are not refundable (or are still payable) if a booking is cancelled with notice of less than 3 full business days prior to the date of booking.
5. **Postponement** – Hire fees are not refundable (or are still payable) if a booking is postponed to a new date with notice of less than 3 full business days prior to the original booking date.
6. **Fee schedule** – The list of charges quoted in this booklet is to be used as a guide only. Any alterations to standard booking arrangements may incur extra charges. These will be quoted at the time of booking.
7. **Special conditions for bookings of three days or more and for the entire venue** –

Bookings: The entire room hire fee must be paid 10 business days prior to the commencement of a booking.

Adjournments: If a long booking is adjourned on the first or a subsequent day, the room hire fee will be payable in full.

8. **Late mediations and after-hours building access** –
The Victorian Bar has adopted the following after-hours policy for mediations that may run overtime.
 1. After-hours access to the Victorian Bar Mediation Centre is strictly limited to **8.00 pm** on the day(s) of the booking.
 2. Where participants of the mediation remain on premises beyond 8.00 pm, security reserves the right to ask participants to leave.
9. **Personal items** – Please do not leave personal items unattended in the Centre at any time. The Victorian Bar will not accept responsibility for the loss or damage to equipment or personal belongings left on the premises.
10. **Damages** – Clients are responsible for any and all damage caused by any participants and their guests or any other person attending the event.
11. **Payment options** –

Telephone and Internet Banking - BPAY®

Please see your Tax Invoice for BPAY Biller code and reference. Contact your bank or financial institution to make a payment from your cheque or savings account. Visit www.bpay.com.au for more information.

Electronic Funds Transfer - EFT Please use your invoice number as a reference when you make your EFT payment and forward a copy of the EFT receipt to mediation.centre@vicbar.com.au

Visa or MasterCard

Please complete the credit card form below and forward to one of the following:

Mail or deliver The Victorian Bar, Owen Dixon Chambers East, Level 5, 205 William St, Melbourne Vic 3000

Email mediation.centre@vicbar.com.au



PAYMENT OPTIONS

Funds must be cleared at least three days prior to the date of booking.

TELEPHONE AND INTERNET BANKING - BPAY®

Please see your Tax Invoice for BPAY Biller code and reference (if applicable).
Contact your bank or financial institution to make a payment from your cheque or savings account.
More info: www.bpay.com.au

ELECTRONIC FUNDS TRANSFER - EFT

Please use your invoice number as a reference when you make your EFT payment and forward a copy of the EFT receipt to mediation.centre@vicbar.com.au

CREDIT CARD – VISA OR MASTERCARD ONLY

Please complete the credit card details as indicated below and return to:

The Victorian Bar
Owen Dixon Chambers East
Level 5, 205 William Street
Melbourne Vic 3000

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Name of Firm/Party: _____

Mediation Date: _____ Payment for Invoice: _____

Cardholder Name: _____ Phone: _____

Card Type: VISA MasterCard

Card number: Expiry month: Year:

Amount: _____ Signature: _____