



Victorian Bar Mediation Centre Information Guide

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 to facilitate the mediation including computing, printing and photocopying facilities, telephone and fax facilities, wireless internet access, and unlimited tea and coffee. More substantial catering packages are also available.

Location and contact

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

T: +61 (03) 9225 6930

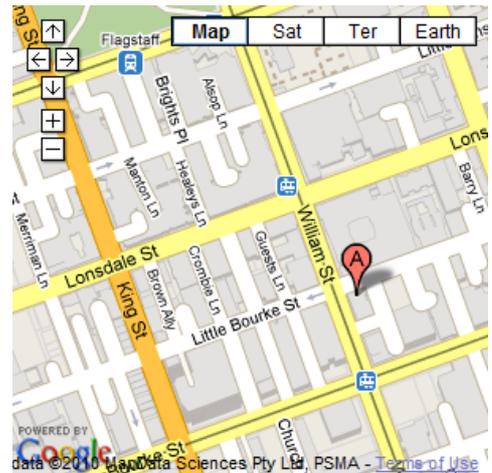
F: +61 (03) 9225 6922

E: mediation.centre@vicbar.com.au

W: www.vicbar.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

Each room in the Mediation Centre is equipped with a telephone for making local calls or communicating with other rooms in the Centre. The Centre also has a fax machine to send and receive faxes.

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 two boardrooms and four conference rooms.

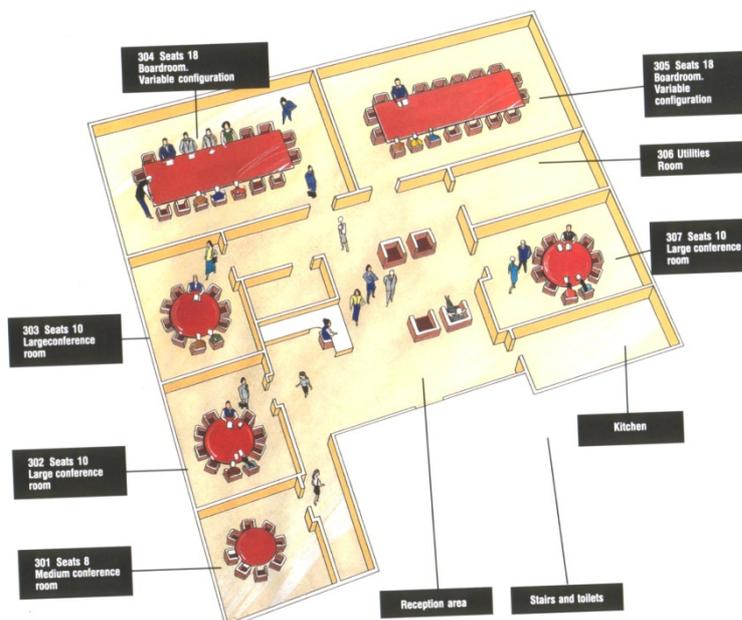
Two Party Mediations

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 two 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 (effective from 1 July 2013)

Room hire options – The Victorian Bar Mediation Centre	Charge (inc GST)
One boardroom and two conference rooms – recommended booking (for 2 to 3 party mediations)	\$645.00
One boardroom and three conference rooms (for 4 party mediations)	\$852.00
Entire venue – two boardrooms and four conference rooms (for 5 to 6 party mediations)	\$1160.00
Another Option – Owen Dixon Chambers East	\$525.00

Owen Dixon Chambers East is an alternative venue offered for hire by The Victorian Bar. The hire of this venue includes one boardroom and two conference rooms. It is available for hire from May to August and November to February. Special terms and conditions apply to the hire of this venue. Please contact the Mediation Centre for more information.

Booking, billing and account enquiries

T: +61 (03) 9225 6930

F: +61 (03) 9225 6922

E: mediation.centre@vicbar.com.au

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

Catering



Essoign Events, caterers to the Victorian Bar and Law Courts, have put together a number of catering options and packages specifically designed to accommodate mediation style meetings. Catering will be divided and delivered separately to each room according to the number of people attending for each party.

Chef's selection catering orders must be received and finalised by 2pm on the day prior to mediation. For a selection of specific sweets and sandwich fillings, orders must be received and finalised with at least 48 hours notice.

Essoign Events understand that last minute orders are inevitable and will endeavour to accommodate any last minute requests or provide an alternative solution should your selection not be possible.

Catering will be billed separately and payment must be received by 2pm on the day prior to mediation. Please place your order via the email or fax number provided on the [catering booking form](#).

All day catering packages

Package 1 \$16.00 per person (minimum order 5 people)

Morning tea – Selection of cakes or slices (1½ serves per person)

Lunch – Assorted sandwiches (1½ rounds per person)

Package 2 \$21.50 per person (minimum order 5 people)

Morning tea – Selection of cakes or slices (1½ serves per person)

Lunch – Assorted sandwiches, wraps and rolls (1½ rounds per person) and a fruit platter

Package 3 \$27.00 per person (minimum order 5 people)

Morning tea – Selection of cakes or slices (1½ serves per person)

Lunch – Assorted sandwiches, wraps and rolls (1½ rounds per person) and cheese and fruit platters

Afternoon tea – Selection of sweet or savoury items (1½ serves per person)

Sandwich and wrap platters

Essoign Events Chefs prepare fresh sandwiches daily that are designed for easy handling over a boardroom table or whilst standing. Sandwich platters will include a roasted/cured meat or poultry filling, a fish filling (salmon, trout or tuna) and a vegetarian filling, ensuring that there is a sandwich for all tastes.

Sandwich varieties – we recommend ordering 1½ rounds per person (minimum 5 rounds)

White, wholemeal, multigrain	\$6.70 per round – 4 points
Mountain wraps or baguette	\$7.00 per round – 2 pieces
Focaccia or Turkish	\$8.00 per round – 2 pieces
Gluten free	\$7.50 per round – 2 pieces

Fruit and cheese platters

Selection of local and imported cheeses

Served with crackers, dried fruit and nuts

\$6.20 per serve (min 6 serves)

\$58.00 platter – serves 10

Seasonal fruit platter

\$6.00 per serve (min 6 serves)

\$50.00 platter – serves 10

Morning / afternoon tea platters

Cakes and slices \$3.50 per item (minimum 10)

Carrot cake with cream cheese icing

Fresh scones with jam and cream (2 per serve)

Assorted Danish pastries

Kitchen made lamingtons

Apricot streusel cake

Assorted muffins

Mini muffins (2 per serve)

Cookies \$1.50 per item (minimum 5)

Choc chip and walnut cookies

Anzac biscuits

Assorted biscuits

(specific selection of varieties dependent on availability)

Catering booking form



Catering options are outlined in the Victorian Bar Mediation Centre Information Guide.

Please complete this form and return to Email: mediation.centre@vicbar.com.au or Fax: +61 (03) 9225 6922.

Name of person placing order: _____ Firm: _____ Phone: _____

Date of mediation: _____ Matter: _____

Parties to be catered for (include name of each solicitor firm and number of people attending for each party): _____

1. Solicitor firm placing order: _____ No of people: _____

2. Other solicitor firm: _____ No of people: _____

3. Other solicitor firm: _____ No of people: _____

Total number of people to be catered for: _____

Fill out either: **1) Part A – the catering package you require for the number of people indicated above**
OR **2) Part B – the platter options you require**

Part A – Catering package options – please tick the package you require for the number of people listed above:

Package 1 – \$16.00 per person Package 2 – \$21.50 per person Package 3 – \$27.00 per person

Part B – Sandwich platter options – please specify the number of rounds of each variety of sandwich you wish to order

(Please note there is a minimum order of 5 rounds of each variety selected i.e. if you wish to order wholemeal sandwich points and wraps, you must order a minimum of 5 rounds of wholemeal sandwich points and 5 rounds of wraps)

White sandwiches – \$6.70 per round rounds Focaccias – \$8.00 per round rounds

Wholemeal sandwiches – \$6.70 per round rounds Turkish breads – \$8.00 per round rounds

Multigrain sandwiches – \$6.70 per round rounds Baguettes – \$7.00 per round rounds

Mountain wraps – \$7.00 per round rounds Gluten free sandwiches – \$7.50 per round rounds

Part B – Fruit & cheese platters – please specify the number of serves required (minimum order of 6 serves of each variety)

Cheese platter – \$6.20 per serve (number of serves) Fruit platter – \$6.00 per serve (number of serves)

or
Cheese platter – \$58.00 (serves 10) (please tick) Fruit platter – \$50.00 (serves 10) (please tick)

Part B – Morning / afternoon tea platters – please specify the number of items required on each platter

Cakes & slices platter – \$3.50 per item items (minimum order 10 items) morning tea afternoon tea

Cookies platter – \$1.50 per item items (minimum order 5 items) morning tea afternoon tea

Delivery times – according to items ordered above please indicate the time you would like each to be delivered

Morning tea AM Lunch AM/PM Afternoon tea PM

Billing – please indicate below the way in which catering charges are to be billed

bill all catering charges to the firm placing order bill each firm listed according to the number of people in each party

Terms and conditions of hire

- 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.
- Booking confirmation** – Upon confirmation of booking, an invoice and other booking information will be issued to each party involved in the mediation according to information provided at the time of booking. Booking confirmation documentation will be sent to each party by post and either fax or email.
- 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.
- 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.
- 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.
- Fee schedule** – The list of charges quoted in this booklet are 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.
- 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.
Cancellations: If a booking is cancelled or transferred to a different date less than 10 business days before commencement, 25% of the booking fee will be forfeited. If a booking is cancelled less than 5 full business days before commencement, the entire room hire fee will be payable or not refundable. If the cancelled booking is for more than 10 days, the 10 day hire fee is payable.
Adjournments: If a long booking is adjourned on the first or a subsequent day, the room hire fee will be payable in full.
- Late mediations and after-hours building access** – Mediations may run later than 5pm. Restrictions to access in and around the building apply after this time. Mediation Centre clients will be notified of these restrictions should mediation run overtime. A strict time limit of 10pm applies by which time the Mediation Centre must be vacated.
- 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.
- Damages** – Clients are responsible for any and all damages caused by any participants and their guests or any other person attending the event.

11. Payment options –

Cheque

Please make the cheque payable to **The Victorian Bar Inc-Mediation**, and forward to:

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

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.

Visa or MasterCard (1.8% surcharge) –

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

mail or deliver to The Victorian Bar, Owen Dixon Chambers East, Level 5, 205 William St, Melbourne Vic 3000
fax to +61 (03) 9225 6922 or email to mediation.centre@vicbar.com.au

Payment Options

1) Cheque

Please make your cheque payable to **"The Victorian Bar Inc-Mediation"** and forward with a copy of your invoice to:

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

2) 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

3) Credit Card – Visa or MasterCard only (1.8% surcharge)

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: _____