



FBC MEDIATION AND ARBITRATION CENTRE

TERMS AND CONDITIONS

Rates

- Hearing room \$700 plus GST per day
- Break out meeting room 1 (internal) \$200 plus GST per day
- Break out meeting room 2 (internal) \$200 plus GST per day
- Break out meeting room 3 (internal) \$200 plus GST per day

If a member of Francis Burt Chambers is the Mediator or the Arbitrator or counsel for a party, the rates are 50% of the standard rates as set out above.

Hours

- Standard room hire hours are from 8.30am to 5.30pm
- Hourly rates for room hire after standard hours are \$50 per booking per hour or part thereof
- 24 hour and weekend access can be arranged on request in advance

Payment

- FBC MAC will split invoices as requested
- All room hire fees are payable at time of reservation
- Room bookings are only confirmed once hire fees are paid in full
- The party booking the room is responsible for hire fees and any additional costs incurred

Refunds on cancellation

Bookings of 5 days or less

<i>15 days or more prior to commencement day</i>	<i>90% of the hire fee will be refunded</i>
<i>14 days prior to commencement day</i>	<i>70% of the hire fee will be refunded</i>
<i>7 days or less prior to commencement day</i>	<i>50% of the hire fee will be refunded</i>

Refunds on cancellation (continued):

Bookings of 6 days or more

<i>31 days or more prior to commencement day</i>	<i>90% of the hire fee will be refunded</i>
<i>30 days prior to commencement day</i>	<i>70% of the hire fee will be refunded</i>
<i>14 days or less prior to commencement day</i>	<i>50% of the hire fee will be refunded</i>

Damage

- The party booking the room is responsible for any and all damage to the rooms or any of their contents caused by any participants, their guests or any other person

Personal items and equipment

- Personal items and equipment should not be left unattended on the premises at any time. FBC MAC will not accept responsibility for any loss of or damage to personal items or equipment left on the premises.