

Additional Services

Photocopying:

A4 – Black & White	30c pp
A4 – Colour	\$1 pp
A3 – Black & White	70c pp
A3 –Colour	\$1.50 pp

Catering:

Lunch –including sandwiches, juice, fruit & cheese	\$25 pp
Morning/Afternoon Tea – Includes choice of pastries, Muffins etc.	\$15 pp

Faxes:

	30c pp
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Broadband Wireless Internet connection:

	\$25 per day
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Visual Aids:

Data Projector	\$110 per day
Laptop	\$110 per day
Overhead projector	\$55 per day

Additional Services Conditions

- DRC Requires 3 working days to accommodate extra requirements for visual aides.
- Charges may be invoiced to different parties, provided that written notification of this is given at the time of the booking.
- Additional Services used during the booking period but not previously charged, will be charged on the last booking date and are payable immediately.
- Cheques should be made payable to the Institute of Arbitrators and Mediators Australia or Dispute Resolution Centre
- The party booking the room is responsible for the room fees and for all additional costs incurred.
- Payment in full is required 7 days prior to the commencement of the booking
- Late Payment fee of \$30 per month is payable on all outstanding invoices.

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