

Dispute Resolution Centre



Rates as of 1 February 2008

Single Hearing/Conference Room with two client breakout rooms:

\$480 (includes GST)

\$ 85 per hour (includes GST) *conditions apply

Double Hearing/Conference Room with four client breakout rooms:

\$ 840 (Includes GST)

\$ 145 per hour (includes GST) *conditions apply

Designated Mediation Room with one client breakout room:

\$ 385 (Includes GST)

\$ 66 per hour (includes GST) *conditions apply

* Bookings must be for a minimum of 2 hours, before 10am or after 4pm and are dependant on availability

Booking Conditions

- The party booking the room is responsible for the room fees and for all additional costs incurred.
- A deposit of 20% is required upon confirmation of the booking. Pending receipt of the deposit payment, the booking will only be held for 48 hours on facsimile or email advice
- 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.

Cancellation Policy

Cancellations made prior to the commencement of the booking will result in the following cancellation fees being charged.

Cancellations made before commencement of the booking period

Booking period	Cancellation Fee
More than 28 day	Nil
15 to 28 days	Equal to the deposit of the room hire
8 to 14 days	50% of the total room hire charges
0 to 7 days	The total room hire charges

Additional Services

- DRC Requires 3 working days to accommodate extra requirements for visual aides.
- Charges for Catering, Faxes, Photocopying, Telephone & visual aides are additional to the room hire charges.
- Charges may be invoiced to different parties, provided that written notification of this is given at the time of the booking.
- Cheques should be made payable to the Institute of Arbitrators and Mediators Australia or Dispute Resolution Centre

Level 9, 52 Phillip St
SYDNEY NSW 2000
DX 15 SYDNEY
Telephone: (02) 9241 1188 Facsimile: (02) 9252 2911
Email: drc@iama.org.au