

INNS OF COURT MEDIATION AND ARBITRATION CENTRE

TERMS AND CONDITIONS OF HIRE

Invoicing:

1. Payment terms on all accounts are **seven (7)** working days from the date of invoice.
2. Unless there are special circumstances, a maximum of **two (2)** invoices will be issued and sent to the email address/es provided.
3. Email addresses **must** belong to legal representatives. If a party is not legally represented, their invoice will be emailed to the legal firm which initiated the booking, for on-forwarding.
4. The legal firm which signed the booking form is responsible for ensuring payment is made. This includes instances of split invoices, where the allocated amount is not recovered, in full, from the accountable party.
5. Hire of either video-conferencing equipment or conference telephones incurs an additional charge of \$30.00 (incl. GST) per facility.
6. When Mediations conclude after the published finishing time, “after-hours fees” will apply (\$75.00 per hour or part thereof, incl. GST).

Attendance:

7. Exceeding the number of people stated on the confirmed booking form may result in denied entry for additional attendees.
8. Subject to availability, larger rooms might be allocated and quoted room hire fees amended accordingly.
9. A minimum of **one (1) business day's notice** (email to level5inns@qldbar.asn.au) is required to amend the room set-up, e.g. Court Hearing, Arbitration, etc.

Cancellations:

10. Cancellations must be advised by email to level5inns@qldbar.asn.au
11. A minimum of **two (2) business days' notice** is required for cancellations or changes of booking date. Failure to do so will incur a **late cancellation fee**: 50% of the quoted room hire cost on your booking form.
12. Exceptional circumstances, such as medical emergencies, will result in the cancellation fee being waived.

Risk:

13. Should your client pose any risk to the other party/ies, including the Mediation & Arbitration Centre staff; legal representation, or mediators (e.g. If there is a history of domestic violence), **IT IS YOUR RESPONSIBILITY TO ALERT MEDIATION & ARBITRATION CENTRE STAFF WHEN MAKING YOUR BOOKING**. This will allow for suitable arrangements to be made in advance, if feasible.
14. In the case of an emergency, please follow all directions from staff at the Mediation & Arbitration Centre.

Liability:

15. The Mediation & Arbitration Centre, Inns of Court, and Barristers Chambers Ltd's liability is limited by a scheme approved under professional standards legislation.