



**Burke & Associates
Lawyers**

**BURKE & ASSOCIATES LAWYERS
INFORMATION GUIDE AND BOOKING FORM**

Overview

Burke & Associates Lawyers have built a meeting and mediation centre conveniently located in Armadale, Melbourne. It has been developed to be an efficient and comfortable environment in which parties can gather together for confidential meetings or to participate in a structured mediation.

The building comprises a stylish boardroom with two separate breakout rooms. It is ideally set up for multiparty mediations. Burke & Associates Lawyers have provided the usual facilities that one would expect including:

- Free Wi-Fi;
- Printing, photocopying and facsimile facilities;
- Free tea and coffee;

Catering packages are available by order.

Location and contact

Burke & Associates Lawyers is located at 1129 High Street, Armadale.

Phone: +61 03 9822 8588

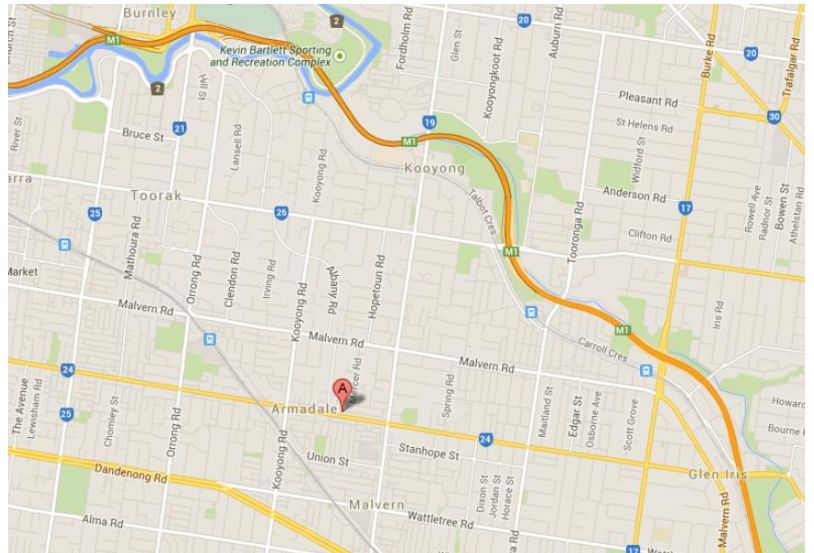
Fax: +61 03 9822 9899

Email: reception@burkes-law.com

Website: www.burkes-law.com

Burke & Associates Lawyers is easily accessed by public transport as follows:

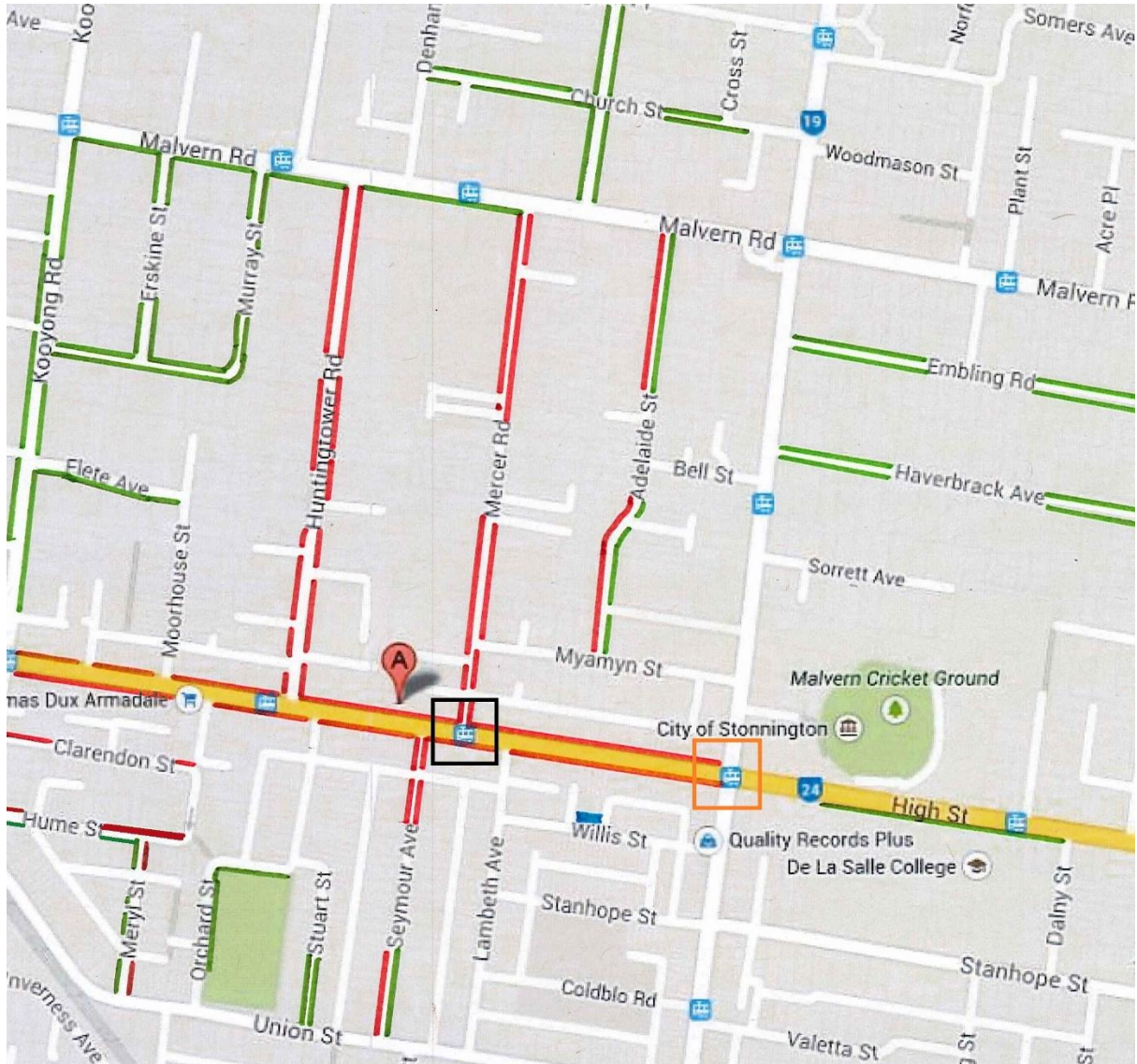
- Armadale railway station is located between Sutherland Road and Morey Street. Head east along High Street to reach the Burke & Associates Lawyers office, approximately 1 kilometre away;
- Malvern railway station is on Station Street across from Claremont Avenue, approximately 1.5 kilometres away. From the station, head north-west on Station Street until you reach Glenferrie Road. Head north along Glenferrie Road (you can access tram no. 16 - details below), until you reach High Street, then travel west along High Street until you reach Burke & Associates Lawyers on the north side of High Street;
- Tram No. 6 travels along High Street directly past Burke & Associates Lawyers. Depart the tram at Stop 43, close to Mercer Road and head west along High Street.
- Tram No. 16 travels along Glenferrie Road. Depart the tram at Stop 57, close to the Glenferrie Road / High Street intersection. Head west along High Street until you reach Burke & Associates Lawyers on the north side of High Street.
- Bus Route 605 travels along Kooyong Road. Depart the bus at the High Street/Kooyong Road intersection and head east along High Street. Burke & Associates Lawyers is on the north side of High Street, approximately 400 metres away.



Parking

Traveling to and parking at Melbourne CBD mediation facilities can be expensive.

You can find free all day on-street parking close to Burke & Associates Lawyers. Please refer to the map below for 2 hour, 4 hour and all day / minimal restriction car parking options.



— 2 Hours

— All Day / Minimal restrictions

— 4 Hour car park on Willis Street

Tram 16. Stop 57.

Tram 6. Stop 43.



Other Parking Options

Malvern Central Shopping Centre has a multi-level car park with between 3 hour and all day parking. Enter the multi-level car park from either Wattletree Road or Glenferrie Road. The lower level has 3 hour parking. The upper level is split, with half being all day parking, the other half being 3 hour parking. If you choose to park here, you can access tram no. 16 from Glenferrie Road (details above).

There is also a parking community in Armadale. You may wish to contact them to organise definitive car parking arrangements close by. The website is www.parkhound.com.au and you will need to search Armadale, Victoria.

Operating hours

Standard operating hours for Burke & Associates Lawyers are from 9am to 5pm, Monday to Friday. We understand that mediations and meetings may need to run outside normal business hours, and we can make special arrangements to accommodate your requirements. There is an additional charge for extended hour services.

Services and facilities

Wireless internet access.

Burke & Associates Lawyers is equipped with free wireless internet access. To utilise our free Wi-Fi service you will need a laptop, phone or tablet with Wi-Fi capability.

Computing, printing and photocopying facilities.

We are equipped with a modern printing, scanning and copying facility and do not charge for small printing and copying jobs (less than 50 pages).

Telephones and conferencing

The primary meeting room in the Burke & Associates Lawyers office is equipped with a large screen television with internet connection, making video conferencing possible if required.

Each room at Burke & Associates Lawyers is equipped with an internet based telephone for making local calls or communicating with other rooms at Burke & Associates Lawyers.

Facsimiles

Burke & Associates Lawyers is equipped with an internet based facsimile service so that facsimiles can be conveniently sent or received during the course of a meeting or a mediation.

Complimentary tea and coffee.

Burke & Associates Lawyers has been set up with a self-service facility to allow for unlimited quality tea and coffee as well as other high quality hot beverages. Mints and biscuits are also provided without charge.

Burke & Associates Lawyers Layout

Room configuration

The centre comprises one boardroom and two conference rooms. It has been set up with high quality sound proofing to ensure that discussions are private.



Rates and bookings

List of charges (effective from 1 January 2015)

Room hire options	Charge (inc GST) for half day hire	Charge (inc GST) for full day hire
The Boardroom (12 people)	\$220.00	\$400.00
One conference Room (6 people)	\$110.00	\$220.00
Two Conference Rooms (12 people)	\$220.00	\$440.00
Boardroom and One Conference room	\$300.00	\$600.00
Boardroom and Two Conference rooms	\$420.00	\$840.00

Full day means the continuous period from 9am - 5pm (Melbourne local time).

Half day means the continuous period from either 9am - 1pm or from 1pm to 5pm (Melbourne local time).

Special Bookings

Special Bookings are available for venue hire outside of usual business hours. Please contact us for more information and pricing.

Booking, billing and account enquiries

Phone: +61 03 9822 8588
Fax: +61 03 9822 9899
Email: reception@burkes-law.com

Full Terms and Conditions can be found at the end of this document.

Booking form

The Booking Form is at the end of this document. Please complete and return to either:

- Email: reception@burkes-law.com; or
- Fax: +61 (03) 9822 8588.

Bookings must be received seven business days prior to the hire date.

Mediation

It is now a standard practice throughout Australia that parties involved in litigation must participate in mediation before trial. Mediation is a form of alternative dispute resolution. It is to be distinguished from arbitration which is determinative. By contrast, mediation offers a structured forum for parties to try to come to their own agreement. If mediation is successful, the parties achieve significant savings in the cost of litigation, as well as considerable stress and distraction which litigation entails.

A mediator is a neutral person who assists the parties to reach their own agreement. The mediator will usually not express the view about the merits of the matter but rather seek to assist the parties in negotiating their own agreement. Nothing the mediator does or says is binding on the parties and all discussions that take place in the context of a mediation are confidential. So a dispute is only settled when the parties themselves reach their own agreement.

There are many highly experienced mediators in Victoria. In the main, they are lawyers who have undergone specialist training and developed great skills in assisting parties to look beyond the apparent barriers and to be creative in coming up with a resolution to their problems.

There are a number of websites where you can find appropriately qualified mediators. They include:

- The Law Institute of Victoria which has a listing of accredited specialist mediators at <http://www.liv.asn.au/Mediators>
- The Victorian Bar Association which has a listing of accredited and experienced mediators at <http://www.vicbar.com.au/barrister-directory/mediator-arbitrator-search>

BOOKING FORM

To make a booking, please fill in the following 2 pages and return by email to reception@burkes-law.com or by facsimile to (03) 9822 8588.

CONTACT DETAILS

First Name: _____ Surname: _____

Organisation: _____ Position: _____

Email: _____

Address: _____ Postcode: _____

Phone: _____ Facsimile: _____

BOOKING DETAILS

Date of Booking: _____

Title of meeting to be displayed at reception: _____

Catering Required: Yes – Fill In ‘Catering’ Below No

<u>INDIVIDUAL ROOM HIRE</u>	Room Capacity	Half Day		Full Day	
		(9am – 1pm)	(1pm – 5pm)	(9am – 5pm)	(9am – 5pm)
Boardroom	12 people	<input type="checkbox"/> \$220	<input type="checkbox"/> \$220	<input type="checkbox"/> \$400	
Conference Room 1	6 people	<input type="checkbox"/> \$110	<input type="checkbox"/> \$110	<input type="checkbox"/> \$220	
Conference Room 2	6 people	<input type="checkbox"/> \$110	<input type="checkbox"/> \$110	<input type="checkbox"/> \$220	

<u>MEDIATION PACKAGES</u>	Room Capacity	Half Day		Full Day	
		(9am – 1pm)	(1pm – 5pm)	(9am – 5pm)	(9am – 5pm)
Two Conference Rooms	12 people	<input type="checkbox"/> \$220	<input type="checkbox"/> \$220	<input type="checkbox"/> \$440	
Boardroom & One Conference Room	18 people	<input type="checkbox"/> \$300	<input type="checkbox"/> \$300	<input type="checkbox"/> \$600	
Boardroom & Two Conference Rooms	24 people	<input type="checkbox"/> \$420	<input type="checkbox"/> \$420	<input type="checkbox"/> \$840	

FACILITY FEATURES

- Large screen TV (Boardroom only) configured for HDMI connection.
- Ability to use your laptop as a data projector when connected to TV.
- Printing, photocopying, scanning and facsimile functions.
- Complimentary tea, coffee and biscuits.
- Free Wi-Fi.
- Catering can be arranged on your behalf.
- Reception Support

CATERING

Orders must be received **three** business days prior to the date of hire.

CATERING OPTIONS	DESCRIPTION	NO. OF PEOPLE	PRICE (PER PERSON)	PLEASE TICK
Morning Tea	Assorted savory/sweet muffins/ croissants	<input type="checkbox"/>	\$15.00	<input type="checkbox"/>
Lunch	Assorted sandwiches/wraps/rolls/ mini burgers	<input type="checkbox"/>	\$15.00	<input type="checkbox"/>
Afternoon Tea	Assorted savory/sweet muffins/ croissants	<input type="checkbox"/>	\$15.00	<input type="checkbox"/>
Package 1	Morning Tea and Afternoon Tea	<input type="checkbox"/>	\$25.00	<input type="checkbox"/>
Package 2	Morning Tea and Lunch	<input type="checkbox"/>	\$25.00	<input type="checkbox"/>
Package 3	Lunch and Afternoon Tea	<input type="checkbox"/>	\$25.00	<input type="checkbox"/>
Package 4	Morning Tea, Lunch and Afternoon Tea	<input type="checkbox"/>	\$37.50	<input type="checkbox"/>

PAYMENT METHOD

1. Credit Card

Total Amount \$

VISA

MasterCard

Card Number:

Expiry Date / CCV:

Name on card: _____ Signature of cardholder: _____

2. Electronic Funds Transfer (EFT)

Total Amount \$

Date of transfer:

Bank: Macquarie Bank Limited

Account Name: Burke & Associates Lawyers Pty Ltd - Office Account

BSB: 183 334

Account No: 3034 78176

A Tax Invoice will be issued upon receipt of payment.

BOOKING AGREEMENT

We have read and accept the Burke & Associates Lawyers Terms & Conditions.

Signed: _____

Printed Name: _____

Date: / /2016

TERMS & CONDITIONS

In these Terms and Conditions:

“**We**” or “**Us**” means Burke & Associates Lawyers;

“**You**” means the person / firm making the booking.

1. **Confirmation** – A booking is confirmed when the ‘Booking Form’ has been signed, returned and full payment has been received.
2. **Payment** – We accept payment by EFT, VISA or Mastercard. Credit card payments will incur a 1.5% surcharge.
3. **Split Payments** - We will not accept split payments.
4. **Fees** - All fees are to be paid in full at least 7 business days prior to the booking unless alternative arrangements have been made with us.
5. **Cancellations** – If notice of cancellation is received by us 7 business days or more prior to the booking, no cancellation fee will apply. If notice of cancellation is received by us less than 7 business days prior to the booking, a 20% cancellation fee will apply. If no cancellation notice is given, then the full fee will apply.
6. **Commencement and Vacating of Rooms** – You agree to utilise and vacate the Burke & Associates Lawyers premises at the end of the booking time.
7. **After-hours access** must be agreed with Burke & Associates Lawyers prior to the booking. After-hours access may incur additional charges. If an event is booked for outside the hours of 9.00am – 5.00pm Monday to Friday, a swipe fob must be collected during business hours prior to the booking to access the building. All swipe fobs must be returned at the end of the booking and, if after hours, left at reception prior to exiting. A fee of \$25 shall be charged for swipe fobs unreturned after 48 hours.
8. **Security** – We do not accept responsibility for the loss or damage to equipment or merchandise left on the Burke & Associates Lawyers premises after the booking.
9. **Compliance** – You are responsible to ensure the orderly behaviour of your guests. We reserve the right to ask you to leave the Burke & Associates Lawyers premises in the event of inappropriate conduct.
10. **Damage** - You assume responsibility for any damage caused during the booking by any of your guests or any other person attending the booking at your invitation.
11. **External Caterers** - You are not permitted to bring your own food or beverages.
12. **Displays and signage** – You must not nail, screw or adhere anything to any wall, door or other part of the building.
13. **Deliveries** - Equipment or manuals delivered for a function must be directed to Burke & Associates Lawyers with the booking name and date clearly stated. Equipment or manuals delivered prior to the booking cannot be stored unless prior arrangements have been made. All deliveries should be made to 1129 High Street, Armadale, between 9.00am - 5.00pm Monday to Friday.
14. **Circumstances beyond our control** - Should we be unable to provide for your booking due to circumstances beyond our control, we are not responsible for any costs, damages or expenses that you may suffer or incur apart from reimbursement of the booking fees.
15. **Items not collected** - Any items that have not been collected after the booking will be disposed of within 14 days.