

# NSW BAR DISPUTE RESOLUTION CENTRE

P: +61 2 9231 3644  
E: bookings@nswbardrc.com.au  
W: www.ccl.com.au  
A.B.N. 72 000 111 302

Level 1 Selborne Chambers  
174 Phillip Street Sydney  
NSW 2000 Australia  
DX: 973 Sydney

**WE MUST RECEIVE FULL PAYMENT PRIOR TO THE COMMENCEMENT OF YOUR BOOKING OTHERWISE ACCESS TO THE ROOM WILL NOT BE GRANTED. TO AVOID EMBARRASSMENT WHEN MAKING PAYMENT YOU SHOULD ENSURE THAT YOUR PAYMENT REACHES US BEFORE THE COMMENCEMENT DATE OF YOUR BOOKING.**

**DUE DATES FOR YOUR DEPOSIT AND BALANCE WILL BE ADVISED ON YOUR TAX INVOICE WHICH WILL BE FORWARDED TO YOU SHORTLY.**

**PAYMENT CAN BE MADE BY CHEQUE OR VIA CREDIT CARD (MASTERCARD, VISA, AMERICAN EXPRESS (Credit Card Surcharges may apply)).**

**Unless we receive immediate notice, we assume that you accept the following terms and conditions.**

**Hearing Room 1 - Please request this room if wheelchair access is required.**

## **TERMS AND CONDITIONS**

- The NSW Bar Dispute Resolution Centre reserves the right to change your booking to a different room.
- The party/entity booking the room is responsible for the room fees and for any additional costs incurred – we do not split invoices.
- A deposit of 20% of the total hiring fee is payable upon receipt of invoice. Room is not secure without payment.
- Payment in full of the total hiring fee must be made 14 days before the first day of the booking unless otherwise agreed.
- Access to rooms cannot be granted until payment in full is received.

### **The following cancellation fees will apply:**

- Less than 10 days' notice = 100% of the total booking fee
- 10 – 28 days = 20% of the total booking fee
- More than 28 days = Full refund

### **Disbursements and room configuration:**

- Fax, photocopying and telephone charges are additional costs and will be invoiced weekly or at the end of the booking.
- If you would like to leave your belongings in the room for collection the next day, please arrange this with Reception by 4.30pm on the final day of the booking by dialling 1. If these arrangements are not made in advance an additional fee of \$150 per day (inc GST) will be payable to the NSW Bar Dispute Resolution Centre prior to the articles being released.
- 24 hours' notice **MUST** be given if you require the room to be reconfigured.

## **FACILITIES**

Our ancillary facilities are the most modern available for mediation and arbitration and include:

- Direct dial speaker telephones in every room
- Facsimile and photocopying services (charges may apply)
- Large format display screens

- Electronic white board
- PowerPoint presentations
- After hours air-conditioning
- Self-service kitchen includes coffee, tea, chilled water and biscuits
- Microphones and amplification (24 hrs notice required)
- 3x high speed WIFI connections for Legal Counsel, Mediator or Arbitrator only

**ADDITIONAL SERVICES**

- Additional high speed WIFI connections - \$25 per connection
- Internet/Email connections are also available in the room (please provide 24 hr notice if you require these services, charges may apply)
- Video conferencing (ISDN or IP) Requires 3 days’ notice, charges may apply
- Telephone conferencing (please provide 24 hr notice if you require this service, charges apply)
- Hearing Augmentation System for Hearing Impaired

**Please call in advance to book these additional services.**

**LOCATION**

We are located at level 1, 174 Phillip Street Sydney NSW 2000, situated within walking distance from Martin Place and St. James train stations. Sydney Hospital Car Park, Kings Parking and Domain Car Park are all within a 5-minute walk to the Centre.

**CATERING**

We have many cafes within close proximity that provide delivery service. Please find below some suggestions:

Jardin St James - <https://jardinstjames.com/>

Delisse - <https://www.delisse.com.au/>

**ACCOMMODATION – The following hotels are in close proximity to our building**

Sofitel Wentworth Sydney 61-101 Phillip St Sydney NSW, Australia 2000	Travelodge Phillip Street Sydney City Hotel 165 Phillip Street Sydney NSW, Australia 2000
Toll Free: <b>1800 676 960 (AUS)</b> Tel: <b>+61 2 9230 0700</b> Email: <a href="mailto:H3665@accor.com">H3665@accor.com</a>	Reservations: <b>1300 886 886</b> Phone: <b>+61 2 8224 9400</b> Email: <a href="mailto:reservations@travelodge.com.au">reservations@travelodge.com.au</a>

**Please do not hesitate to contact me if you require any further information in relation to your booking.**

Kindest regards,  
**Margaret James**  
Administration



Level 1 Selborne Chambers, 174 Phillip Street, Sydney NSW 2000 Australia | DX 973 Sydney  
**P:** +61 2 9223 1044 **E:** [bookings@nswbardrc.com.au](mailto:bookings@nswbardrc.com.au) **W:** [www.nswbardrc.com.au](http://www.nswbardrc.com.au)