

# NSW BAR DISPUTE RESOLUTION CENTRE

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Selborne Chambers  
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## TERMS AND CONDITIONS OF BOOKINGS

- The NSW Bar Dispute Resolution Centre reserves the right to change your booking to a different room based on Centre needs.
- Payment terms are as follows:
  - 20% to have be paid within 24 hours of the booking being made
  - 14 days to booking date full payment to be received
- The room booking is not secure without a credit card held against the booking and payment in line with the above terms or full payment being received.
- The party/entity booking the room is responsible for the room fees and for any additional costs incurred – **we do not split invoices.**
- Access to rooms cannot be granted until payment in full is received.
- 24 hours' notice **MUST** be given if you require the room to be reconfigured.

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

- Less than 14 days' notice= 100% of the total booking fee
- 14 – 28 days = 20% of the total booking fee
- More than 28 days = Full refund

## **Other Charges to be applied**

- 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 \$160 per day (inc GST) will be charged to the credit card held against the booking.