



The Law Society of New South Wales Mediation Rooms TERMS & CONDITIONS

In these Terms and Conditions “you” and “your” refers to the Company or Person identified in the Enquiry Form and “we”, “us” and “our” refers to The Law Society of New South Wales

- 1. Booking Confirmation:** A Booking for a Meeting is not confirmed until we have received your Booking form. If your Booking form is not received at least 14 days before the date of the Meeting then we may cancel the Meeting and reallocate the space.
- 2. Food and Beverage:** External catering is not permitted on the premises. Food and beverages can be arranged by our in house catering team upon making your booking. Any food and beverages must be consumed during your Meeting. must not bring any food or beverages onto our premises or remove any food or beverages from our premises.
- 3. Final Function Details:** All function details including food and beverage, audio visual, room set ups, Start and End times must be confirmed at least 14 days prior to the Meeting.
- 4. Final Numbers:** Final numbers are required 5 business days prior to the Meeting.
- 5. Re-allocation of space:** We may move your Meeting to an alternative smaller room if your final head count decreases.
- 6. Payment:** We will issue you with a tax invoice upon confirmation of your booking. The invoice must be paid at least 7 days prior to the Meeting. If payment is not received on time, we may cancel your Booking. We will issue you with an additional tax invoice for any additional charges (such as for additional food and beverages, phone and web conferencing charges). Any additional invoices must be paid within 7 days of the Meeting.
- 7. Cancellation:** If you cancel your Booking 7 days or less before the scheduled date of the Meeting (including by non-payment under clause 6), 100% of the tax invoice previously issued by us is payable by you as a cancellation fee.
- 8. Scheduled Times:** You agree to start and finish the Meeting at the scheduled times. If you require additional time, we will charge an additional fee. If the Meeting runs over your confirmed booking time AND past the usual operating hours of 6.00pm, you will automatically incur an additional half day hire charge along with a \$495.00 extension fee for building security. Please note that the Meeting is confirmed for the times noted in your invoice and booking information only. If you foresee that your booking will run over your confirmed time, please contact us on (02) 9926 0279 or 0402 494 020 or externalbookings@lawsociety.com.au to make arrangements. If an extension is not arranged, you will be asked to vacate the rooms following the End Time of your booking.
- 9. Other Functions:** We may book other Meetings in the same room up to 30 minutes before your Start time and 30 minutes after your End time. We may also book concurrent Meetings in adjoining rooms.
- 10. Sound:** Although the rooms have been sound proofed, there is no guarantee that they are completely sound resistant.
- 11. Delivery and Collection of Goods:** We will only accept delivery of goods 1 business day prior to the Meeting between the hours of 9 am and 4 pm (unless we have agreed to alternate arrangements in writing). All goods must be removed at the end of the Meeting. If the goods are not removed, we reserve the right to store the goods pending collection by you or forward these goods to you by courier at your cost. We are not liable for any loss, destruction or damage to any goods.



12. **Decoration:** No items are to be nailed, screwed, stapled or adhered to walls, doors or other surfaces in our premises. Any signage in common areas is subject to our prior written approval.
13. **Movement of Furniture:** Mediation rooms are set at maximum capacity. Chairs and other furniture must not be moved between rooms.
14. **Filming and Photography:** You must obtain our prior written consent to any filming or photography on our premises and must comply with any requirements we impose.
15. **Compliance:** You are responsible for compliance with all applicable laws and regulations in relation to your Meeting and the orderly behaviour of your employees, agents, contractors and guests. We reserve the right to intervene as we consider necessary including, without limitation, adjusting any set up to ensure compliance with fire, health and safety codes. Our premises are strictly non-smoking.
16. **Force Majeure:** We are not liable for any loss or damage to you if we are unable to hold the Meeting due to act of God, act of public enemy, war, earthquake, riot, flood, explosion, compliance with any law or government order, strike, lock out or any other cause not reasonably within our control.
17. **Liability:** You are liable and indemnify us for any loss, destruction, damage or injury to any person or property and for any claim, liability, loss or expense suffered by us which is caused or contributed to by you or your employees, agents, contractors or guests.
18. **Privacy:** We respect your privacy and the confidentiality and security of personal information provided by you to us. How we handle your personal information is explained in our Privacy Policy linked at the foot of our website and from this link <https://www.lawsociety.com.au/privacy-policy>.
19. **Law:** These terms and conditions are governed by the laws of New South Wales and you irrevocably submit to the exclusive jurisdiction of the courts of New South Wales.