

**Joint Mediation Helpline Office (“JMHO”) and
The Urban Renewal Authority (“URA”)
The Urban Renewal Resource Centre (“URRC”)
Pilot Scheme for Community Venue for Mediation
Booking Form**

Please complete booking form and send to JMHO by email or fax or post.

(By Email to booking@jointmediationhelpline.org.hk or fax to 2899 2984 or post to Room LG102, LG1/F, The High Court Building, 38 Queensway, Admiralty, Hong Kong)

Information provided will be used for statistical purposes and for reviewing whether the Pilot Scheme has achieved its objectives. For enquiries, please contact us at 2901 1224.

*Please tick✓ the box as appropriate

1. Name of Applicant: _____

2. Your role in mediation:

☐ Mediator

☐ Party

☐ Legal Representative ☐ Others _____ (Please specify)

3. Address: _____

4. Phone No: _____

5. Fax No: _____

6. Email: _____

7. Mediator's Accreditation Body (You may tick✓ more than one box)

☐ Hong Kong Mediation Accreditation Association Limited

☐ Others _____ (Please specify)

8. (i) No. of parties: _____

(ii) No. of attendees: _____

9. Mediator charge fees for mediation? ☐ Yes ☐ No

10. Details of the meeting rooms booking (Venue : “URRC”, 6 Fuk Tsun Street, Tai Kok Tsui, Kln)

1st Priority Date: _____ Time: _____ to _____

2nd Priority Date: _____ Time: _____ to _____

	Meeting Room Size	No. of Seats	Fee Schedule	No. of Rooms	Total Fees (HK\$)
<input type="checkbox"/>	SMALL	6	HK\$48/hr		
<input type="checkbox"/>	MEDIUM	8-12	HK\$48/hr		

11. Any photocopying and printing facilities are needed at the URRC?

☐ Yes (*charge: HK\$0.5/paper) ☐ No

Note: NO Wifi and computer will be provided

12. Area of mediation (Please specify):

☐ Urban Renewal ☐ Building Maintenance and Management

☐ Property Valuation ☐ Building and Construction

☐ Land and Property matters in URA’s redevelopment areas and

Rehabilitation Service areas

Area _____ (please specify)

Payment Method: Payment by cash or by cheque (bank name _____, cheque no. _____) in the sum of HK\$ _____ (total fees) payable to “**Joint Mediation Helpline Office Ltd.**” and send to JMHO, Room LG102, LG1/F, The High

Court Building, 38 Queensway, Admiralty, Hong Kong within 3 working days after receipt of JMHO confirmation. Please be reminded to write your name and telephone number at the back of the cheque as a reference.

Notice of the Gathering of Personal Data:

The personal data provided by the Applicant under this Booking Form are for the purpose of processing the venue booking of URRC only. In this connection, the personal data so provided will be handled by the JMHO and the URA.

I accept and agree to abide by the “Terms and Conditions” and “Terms of Reference” on the booking of the above rooms:

_____ (Signature)

_____ (Date)