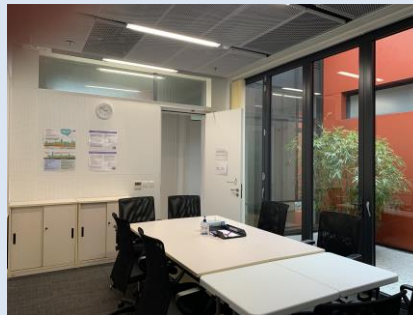


West Kowloon Mediation Centre

The West Kowloon Mediation Centre (“WKMC”), which is independently operated by the Joint Mediation Helpline Office (“JMHO”), has 2 mediation rooms, 4 breakout rooms and 1 multi-purpose room for mediation and related use.



Multi-purpose Room
(Max. 40 Persons)



Mediation Room
(Max. 10 Persons)



Breakout Room
(Max. 6 Persons)

Venue

West Kowloon Mediation Centre, 2 Ying Wa Street, Sham Shui Po, Kowloon

Eligibility

Venues are available for all mediation or related purposes.

Hours

9:00am to 6:00pm on Monday to Friday
(*Rental service during weekends/public holidays/non-office hours is negotiable. Please contact the JMHO for details.*)

Fee

Weekday Fee Schedule

Venues	Whole Day 9am – 6pm	Half Day 9am-1pm/ 2pm-6pm	Extra Hourly Rate
1 Breakout + 1 Mediation Rooms	800	500	180
2 Breakout + 1 Mediation Rooms	1,000	600	200
Multi-purpose Room[#]	2,000	800	300

[#] Projector, microphones and speakers are available in the multi-purpose room.

Booking Procedures

1. Users who wish to use the venues at the WKMC shall complete the Online Booking Form available at <https://bit.ly/2PqHO2j> and submit to the JMHO at least 5 working days prior to the date of the actual use of the venues.
2. JMHO shall acknowledge receipt of the booking by email within 3 working days.
3. The applicant shall arrange for the payment of fee for venue rental within 5 working days upon receipt of the acknowledgement of receipt of the booking from the JMHO or no less than 2 working days before the actual use of the venues, whichever is earlier.
4. The booking will be confirmed by email upon receipt of payment. If no payment is received within the period specified in paragraph 3 above, the booking will be cancelled.



Contact Details

- Tel. : (852) 3893 9069
(852) 2901 1224
- Email : booking@jointmediationhelpline.org.hk
- Fax. : (852) 2899 2984
- Web. : <http://www.jointmediationhelpline.org.hk>
- Office Hour : Monday to Friday
9am to 1pm & 2pm to 6pm

Location Map

