

**Joint Mediation Helpline Office (“JMHO”) and
The Urban Renewal Authority (“URA”)
The Urban Renewal Resource Centre (“URRC”) and Building Rehabilitation
Resource Centre (“BRRC”)
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 322, 3/F, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong)

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

Please select one of the venues below:

- Urban Renewal Resource Centre “URRC” (Venue: 6 Fuk Tsun Street, Tai Kok Tsui, Kowloon)
- Building Rehabilitation Resource Centre “BRRC” (Venue: 201 & 202, 2/F, Eresidence, 8 Hok Yuen Street, Hung Hom, Kowloon)

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

1st Priority Date: _____ Time: _____ to _____

2nd Priority Date: _____ Time: _____ to _____

URRC					
	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			
BRRC					
<input type="checkbox"/>	SMALL	4	HK\$48/hr		
<input type="checkbox"/>	MEDIUM	8			
<input type="checkbox"/>	LARGE	16			

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

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)

*Please tick✓ the box as appropriate

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**” and send to JMHO, Room 322, 3/F, Wanchai Tower, 12 Harbour Road, Wan Chai, 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/BRRC 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)