

URRC and BRRC Scheme for Community Venue for Mediation

Terms and Conditions

Eligibility

1 The Mediation Rooms at the URRC and BRRC should only be used to conduct mediations where the nature of disputes are related to urban renewal, building maintenance and management, property valuation, building and construction; as well as land and property matters in URA's redevelopment areas and rehabilitation service areas.

Charges

- 2.1 The Mediation Room is charged at HK\$48 per hour which may be revised. Pro bono mediator may be waived for the room charges.
- 2.2 Photocopying and printing facility are available at the URRC/BRRC at prevailing charges. The photocopying and printing charges are to be paid by the Mediator and/or Users directly to the URRC/BRRC.

Booking

- 3.1 All bookings and use of the Mediation Rooms shall be made through the JMHO.
- 3.2 Subject to availability and confirmation of the application for booking of the Mediation Rooms, the Mediation Rooms at the URRC will be available for booking from 10:00 to 18:00 on Monday to Saturday (except public holidays); the Mediation Rooms at the BRRC will be available for booking from 10:00 to 21:00 on Tuesday to Friday, and 10:00 to 18:00 on Saturday to Sunday. (except public holidays)
- 3.3 Mediators and/or the Users who wish to use the Mediation Rooms shall complete a prescribed booking form and submit to the JMHO 7 clear days prior to the date of the actual use of the Mediation Rooms.
- 3.4 The JMHO will confirm the booking with the applicant and the Mediator and/or the Users shall make payment to the JMHO within 4 days of the confirmation or no less than 2 working days before the actual usage of the Mediation Rooms under the Pilot Scheme (whichever is

earlier).

- 3.5 If the Mediator and/or the Users fail to make payment, the application is treated as being withdrawn.
- 3.6 The Mediator and/or the Users shall inform the JMHO the name and contact details of the Mediator and/or the Users for which the Mediation Rooms were booked, the duration of the hours booked, the actual hours used and the total amount payable by the Mediator and/or the Users for the usage of the Mediation Rooms or any other information the JMHO thinks fit. All required information or subsequent change of information shall be provided to the JMHO as soon as practicable.
- 3.7 The Mediator and/or the Users agrees to abide by the Terms of Reference, URRC/BRRC General Guidelines for the use of the Mediation Rooms (Appendix A), URRC/BRRC Operational Manual – Section 6: Users Regulations (Appendix B), and URRC/BRRC – Operational Manual – Section 1: Arrangements under Inclement Weather Conditions (Appendix C) before submitting the application to URRC/BRRC.

Cancellation

- 4.1 The Mediator and/or the Users must notify the JMHO of any cancellation of the booking in writing at least 3 working days before the actual use of the Mediation Rooms together with reasons for the cancellation.
- 4.2 If the Mediator and/or Users fail to turn up without proper notification, all booking charges shall not be refunded.

Interpretation

- 5 The Terms and Conditions (Chinese and English) shall be subject to the Terms of Reference. The JMHO retains the final and conclusive right to interpret the Terms and Conditions.