



MEDIATION CENTER BOOKING FORM

Please complete and return this form to the Lafayette Bar Association at the email/address below to make a reservation.

1. Reservation Type:

☐ Meeting ☐ Mediation ☐ Deposition ☐ Arbitration

2. Room Selection:

☐ A&M Room 2 Seats 4-6 \$100 ☐ Small Conference Rom Seats 15 \$100
☐ A& M Room 3 Seats 4-6 \$100 ☐ Large Conference Room Seats up to 20 \$150
☐ Past Presidents Room Seats 8-10 \$100

3. Reservation Details:

Firm / Company Name: _____

Date(s) of Reservation: _____

Arrival Time: _____ Departure Time: _____

Request to continue beyond business hours and accept surcharge: ☐ YES by _____ hours ☐ NO

***Please note our office hours are M-TH 8:30a-4:30p and Friday 8:30a - 3:00p**

Estimated Number of Attendees: _____

☐ ☐

Contact Person Name: _____ Phone Number: _____

Email: _____

Other Party(ies): _____

Bill to: _____

Billing Address: _____

AMENITIES: Free WIFI, AV, phone and video conferencing, complimentary coffee, soft drinks and snacks

HOURS: Mediation Center hours follow business hours, which are 8:30 AM to 4:30 PM Monday thru Thursday & 8:30 AM to 3:00 PM on Friday. Bookings outside of these hours are possible, but require at least 48 hour advance notice. An after-hours surcharge of \$50.00 per room per hour will be applied to bookings that are not complete within a half hour of closing.

TO COMPLETE YOUR RESERVATION, send this completed form to

Mediation Center Coordinator | office@lafayettebar.org

2607 Johnston Street Lafayette, LA 70503 | O: (337) 237-4700

OFFICE USE ONLY

Taken By: _____

Invoice Date: _____

☐ Mailed ☐ E-Mailed

Date: _____ Time: _____

Invoice #: _____

☐ Printed on Site

ADD TO: ☐ Outlook Calendar ☐ Confirm Email Sent

☐ Filed in Binder ☐ Confirmation Call 24-48 Hours

Contact Name: _____