

# Mediation at Halliwells

## Terms and Conditions

1. There is no handling or arrangement fee.
2. Our fees are per party and are based on a mediation lasting eight hours, including two hours of preparation. Any additional hours over the eight or any additional hours of preparation over the two will be charged at £225.00. If there are more than two parties, the total fees for the parties will be subject to an uplift of 12% per party.
3. Our fees will be calculated on the basis of the value of the claim or the value of the counterclaim whichever is greater. If, during the mediation, it becomes apparent that the amount in dispute is greater than the amount advised to our mediator before the mediation, the mediator reserves the right to invoice the relevant party(ies) for the additional mediation fees payable.
4. Our fees are exclusive of VAT which will be added as appropriate.
5. The parties shall be jointly and severally liable for the total fees due to our mediator. However, for administrative convenience unless otherwise advised by the parties before the mediation it will be assumed that the fees of the mediation are to be shared by the parties equally and will be invoiced separately at the above rates to the parties. Fees for the first eight hours of the mediation and the two hours of preparation will be invoiced and must be paid at least seven days before the start of the mediation. Fees for any hours over and above the basic eight hours will be invoiced to the parties on the foregoing basis after the mediation and are due seven days after issue of invoice.
6. Our fees assume that the mediation will take place at our mediator's premises for which there will be no charge. If the mediation is to take place at other premises, the parties are to make arrangements and advise the mediator and meet the cost themselves.
7. Refreshments and associated costs are not included. Where these are provided at the parties' request at our mediator's premises, they will be invoiced to the parties at cost. Where the mediation takes place at other premises, the parties are to make arrangements for refreshments for the parties, the mediator and any pupil/assistant mediator and meet the cost.
8. Where the mediation takes place other than at our mediator's premises, travel, accommodation and subsistence will be charged at cost.