



karstens

Mediation Rooms Information Kit





“Our indepth understanding of both the hospitality and legal sector ensures that the needs of every party and the importance of your mediation is thouroughly understood and meticulously catered for.”

Founded in 2008, Karstens Mediation Rooms offers a private and secure environment for your mediation or arbitration. Karstens affords you and your organisation the absolute best in ambience, facilities and service. Our indepth understanding of both the hospitality and legal sector ensures that the needs of every party and the importance of your mediation is thoroughly understood

and meticulously catered for. This, combined with superbly appointed comfortable rooms with adjoining breakout rooms and complimentary coffee and tea served in each room, makes Karstens the best possible choice for your next mediation or arbitration.



Our Features

- Natural light in all rooms
- Ergonomically designed furniture to ensure optimum comfort
- Complimentary lunch for mediator
- Spacious and well appointed mediation rooms with adjoining breakout rooms.
- Multi party booking notification and invoicing
- Complimentary coffee, Twinings teas and biscuits served in each room
- In-house catering packages
- Ceiling mounted data projector (cost applies)
- Complimentary whiteboard and markers

Our Services

- Reception and quality administrative services
- Complimentary wireless Internet
- Car parking, hotel and other hospitality services within our centre
- Photocopy, telephone, fax access
- Binding, shredding, colour printing and scanning on request
- Video conferencing and teleconferencing facilities in-house



Rooms & Pricing

Melbourne

Room	Max Capacity	Full Day	1/2 Day
M3-1	20	\$740	\$440
M3-2	12	\$560	\$340
M3-3	16	\$640	\$380
M3-4	6	\$240	\$140
M3-5	8	\$380	\$230
M3-6	6	\$240	\$140

All prices inclusive of GST

Sydney

Room	Max Capacity	Full Day	1/2 Day
1.01 1.02 1.08 1.09 1.10 1.18	18	\$740	\$440
1.04 1.06 1.22	12	\$440	\$260
1.03 1.05 1.19 1.20 1.21 1.23 1.24 1.25	8	\$240	\$140

All prices inclusive of GST



Karstens Catering Packages

Karstens understands the time constraints with mediations and would encourage you and your clients to order from our in-house catering menu prior to your meetings.

Lunch Option 1

\$15.00 per person

Lunch – Selection of mini rolls and wraps served with juices.

Lunch Option 2

\$15.00 per person

Lunch – Mixed platter of Sushi and Sashimi, including meat, fish and vegetarian options, served with juices.

Lunch Option 3

\$21.90 per person

Lunch – Selection of mini rolls and wraps, fresh fruit & cheese platter, served with juices.

Audiovisual

Karstens can provide a range of the latest audiovisual equipment to enhance your event. We have a dedicated in-house technical team to setup and assist you with your IT and audiovisual requirements.

Item	1/2 Day	1 Day	2 Days	3-5 Days
Data Projector	\$120	\$190	\$350	\$450
Flipchart	\$29	\$39	\$68	\$96
Laptop	\$73	\$124	\$197	\$270
Electronic Whiteboard	\$110	\$166	\$275	\$375
Conference Phone	\$95	\$150	\$245	\$340
DVD Player	\$29	\$48	\$77	\$106
Mini Hifi System, CD	\$30	\$45	\$60	\$75
Cordless/Lapel Mic	\$96	\$138	\$210	\$295
Conference Phone	\$95	\$138	\$210	\$340
Internet Hub	\$70	\$125	\$200	\$300
Video Conferencing	POA	–	–	–
AV Technician	\$70 ph	–	–	–

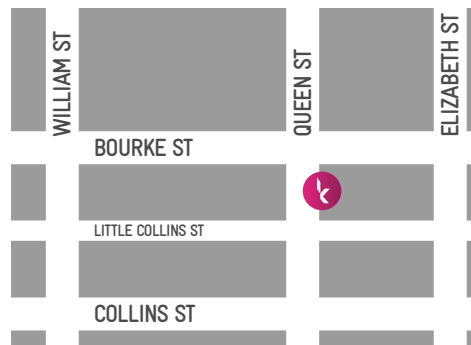
All prices are inclusive of GST.



Our Location & Contact Details

Melbourne Mediation Rooms

118 Queen Street Melbourne
t: 1300 008 710
f: 1300 507 126
e: info@karstens.com.au
w: www.karstens.com.au



Parking

There are a number of car parks in the vicinity of Karstens. Parking is available in the same building, with the entrance on the corner of Queen and Little Collins Street. Hourly or daily rate applies. Telephone (03) 9613 0000.

Tram

Numerous trams connect to the city, trams 31, 109 and 112 travel along Collins Street, the closest tram stop is on the corner of Queen and Collins Street. Trams 86, 95 and 112 travel along Bourke Street, the closest tram stop is on the corner of Bourke and Queen Street. For more information travel visit www.melinkmelbourne.com.au

Train

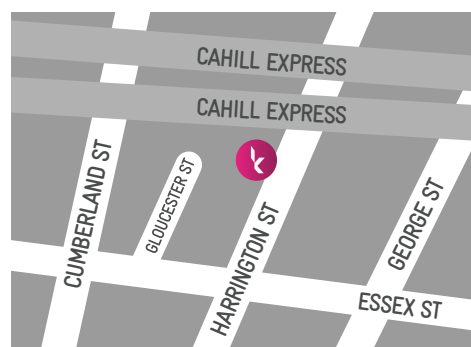
Catch any service into the city. Less than 10 minutes separates you from two of Melbourne's busiest stations; Southern Cross Station and the Melbourne iconic meeting spot Flinders Street Station. For more travel information visit www.melinkmelbourne.com.au

Walk

Only 3 minutes walk from Bourke Street Mall, 6 minutes from Southern Cross Station and 8 minutes from Federation Square and the Casino. Get connected with Melbourne's CBD within a 10 minute walk from Karstens. For more travel information visit: www.melbourne.vic.gov.au

Sydney Mediation Rooms

111 Harrington Street Sydney
t: 1300 008 710
f: 1300 507 126
e: info@karstens.com.au
w: www.karstens.com.au



Parking

There are a number of car parks in the vicinity of Karstens. Parking is available in the same building, Wilson Carparking. Hourly or daily rates apply. Telephone 1800 727 5464.

Bus

Catch any bus service up George Street heading north towards Circular Quay. Located just 800 metres from the CBD and just minutes from Circular Quay train station. For more information visit www.cityofsydney.nsw.gov.au www.sydneybuses.info/

Train

Heading from Circular Quay station head west along Alfred Street, turn left down George Street, right at Essex and right into Harrington Street. For more information visit: www.sydney.vic.gov.au www.cityrail.info/

Walk

About 8 minutes walk up George Street from the heart of Sydney's CBD heading north towards Circular Quay. Or just a short 5 minute walk from Circular Quay. For more information visit: www.cityofsydney.nsw.gov.au



Other Facilities

Karstens Computer Rooms

Our state of the art computer rooms include full IT support. Book a training session today or get online with Karstens to discuss your next training session.

Karstens Conference Rooms

All our rooms have natural light, air-conditioning and are fitted with the latest audiovisual equipment. Ensuring your event will be a success.

Melbourne:

Large Groups & Events - CQ functions

An exciting space able to accommodate functions for up to 1200 guests (cocktail), with the latest PA and audio visual equipment, CQ functions is the choice for larger conferences or events.

Restaurants - Lanai & cuisine Restaurants

Lanai Bar and Restaurant offers a Mon to Fri lunchtime buffet. cuisine is open Mon-Fri for lunch and dinner offering a modern Australian cuisine with a large selection of Australian and imported wines.

Nightclub & Music Venue - Blue Diamond Club

A meeting place for people to come together to drink, talk, relax and to be entertained in a sophisticated lounge environment. Located on the 15th floor of 123 Queen Street, it has breathtaking views over Melbourne.

Accommodation - CitiClub Hotel

CitiClub is a 71 room hotel located at 113 Queen Street - a perfect hotel for the business and leisure traveller. Karstens will gladly make all necessary arrangements should you require accommodation for your training or event.