



PLEASE FILL OUT THIS FORM

and return it to the Lafayette Bar Association in order for your reservation to be confirmed.

\$100 / ROOM / DAY

- Meeting, Deposition, Mediation, Arbitration

Please make your selection(s) from the following rooms:

- A&M Room 2, A&M Room 3, Past Presidents Room, Small Conference Rom, Large Conference Room

AMENITIES: Each conference room is equipped with free wifi, AV, phone conferencing, and video conferencing capability...

HOURS: Mediation Center hours follow our business hours, which are 8:30 AM to 4:30 PM Monday thru Thursday & 8:30 AM to 3:00 PM on Friday.

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:

Will you need video conferencing? (Separate form) YES NO

Should our staff prepare to make arrangements for lunch? YES NO

Contact Person Name: Phone Number:

Email:

Other Party(ies):

Bill to:

Billing Address:

Contact: Jessica McNabb, Mediation Center Coordinator | office@lafayettebar.org

Lafayette Bar Association | 2607 Johnston Street Lafayette, LA 70503 | office: (337) 237-4700 | fax: (337) 237-0970

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: