COBB MEDIATION

North Metro Atlanta's Dispute Resolution Center

HOSTING SERVICES FOR ATTORNEYS

Cobb Mediation offers Georgia Bar Members the opportunity to conduct depositions, client meetings and presentations at a convenient, professional office without the overhead expense of maintaining their own office in North Metro Atlanta. Cobb Mediation is located near Cobb County's State and Superior Courts in Marietta.

Simple Flat Rates

The cost to attorneys for scheduling a meeting in the morning (9 am – noon), late morning (10 am – 1 pm), afternoon (1 – 4 pm), late afternoon (2 – 5 pm) or evening (6 – 9 pm) is $50. $20 per hour will be charged for additional meeting time.

Attorneys may also schedule full-day meetings for $75.

We are located in the Historic Anderson Mansion just three blocks west of the Marietta Square on Whitlock Avenue (SR-120).

The Historic Anderson Mansion is an attractive and convenient location for legal professionals.

In addition to lowering overhead expenses, we believe our service allows attorneys to focus on laws and facts, rather than meeting logistics. We allow attorneys to enjoy some of the benefits of being the member of a law firm without committing to its ongoing expenses.

Our meeting rooms provide an elegant, professional setting for depositions, client meetings and presentations.

Guest Amenities

We provide a complementary snack and beverage service to all of our guests. Wireless internet service, a print/copier and fax machine are available. There are many restaurants within walking distance at the Marietta Square. There is ample parking on site for you and your guests.

We encourage you to take the "virtual tour" on our web site or visit us in person to see more. If you would like to schedule a meeting at Cobb Mediation, you can submit your request on our web site, www.cobbmediation.com, or call us at 770-693-3470.

Please note that attorneys who use our facility are responsible for the costs of their meeting(s) regardless of how they account for or collect payment from their clients. Cancellation fees may apply for late cancellation, please see our Hosting Service Policies for details.

65 Whitlock Avenue
Marietta, Georgia 30064
Phone: 770-693-3470 / Fax: 770-419-4464
Web Site: www.CobbMediation.com

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HOSTING SERVICE FEES FOR ATTORNEYS

Hosting Fees: $50 for morning, afternoon or evening meetings.
$75 for all-day meetings.

These fees are quoted for one meeting room. The standard times for part-day sessions are 9 am – noon (morning), 10 am – 1 pm (late morning), 1 – 4 pm (afternoon), 2 – 5 pm (late morning), and 6 – 9 pm (evening). $20 per hour will be charged for additional meeting time. Lunch service is not included.

Additional, non-standard services will be billed at cost. Payment is due within 30 days of invoice. Cobb Mediation's contract for hosting services is with the scheduling attorney. We extend credit, with no advance deposit required, based on the attorney's credit. Therefore, we expect payment, within the terms allowed, from the attorney regardless of case or client activity.

If there is a history of violence between meeting participants, you are required to pay the cost of an off-duty Cobb County Police Officer's providing stand-by security during the meeting. The cost is $50 per hour. A history of violence must be disclosed at the time of scheduling. If the participants fail to make this disclosure, Cobb Mediation reserves the right to cancel the meeting and charge a Cancellation Fee.

CANCELLATION POLICY

Written confirmation of your meeting space reservation will be sent to the scheduling attorney within two (2) business days of the case information being provided to Cobb Mediation.

If a meeting session is cancelled or rescheduled TWO (2) BUSINESS DAYS or more before the scheduled date, no cancellation fees will apply. Such cancellation or rescheduling notice must be received in writing. Our staff will be happy to assist you in rescheduling your matter for another date. If your meeting is cancelled or rescheduled, for any reason, within TWO (2) BUSINESS DAYS of the originally set date, Administrative Fees will be charged. Meetings that are scheduled within the two business day cancellation window will be considered confirmed, and will be subject to the cancellation policy detailed above.

RULES OF CONDUCT

1. No smoking inside the building. Smoking is permitted on the front porch; please use ashtrays.
2. Please report any food/beverage spills to Cobb Mediation staff promptly so we can keep our facility in excellent condition.
3. Be courteous and respectful to all guests and staff at our facility at all times. Physical intimidation and threats of violence are not acceptable.
4. Please note that our neighbor, The Whitlock Inn, frequently hosts outdoor wedding ceremonies in its backyard gardens. On these occasions, please keep outdoor noise from conversation, car radios, etc. as quiet as possible.
5. Please keep hallway and common area noise and conversation at modest volume while Meeting Room and Conference Room doors are closed.

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