



THE HAWKS' CLUB

## Booking Procedure for the Hawks' Clubhouse

Only club reciprocal members can book the Hawks' club clubhouse. All bookings should be made by emailing the Steward ([manager@hawksclub.co.uk](mailto:manager@hawksclub.co.uk)). Communications with committee members or otherwise will not confirm the booking.

### Contacting the Club

Before contacting the Steward, please check the club calendar to see which nights are available:

<https://www.hawksclub.co.uk/events/>

When contacting the Steward please state the following:

- The time and date of the event you would like to book,
- The number of people attending the event,
- The room you would like to book,
- Whether the event is for dinner, drinks, meetings or otherwise.

All bookings should satisfy the member to guest ratio, and all guests must be signed in by a member. The member signing in the booking is responsible.

### Dinner Bookings

Once the booking is confirmed, the booking member should notify the Steward of their dinner choice. Menu choices and prices can be found here:

<https://www.hawksclub.co.uk/about/clubhouse/dining-and-menus/>

The Steward will then make tickets available on the calendar for the dinner. Each attendee should purchase their own ticket before attending. Ticketing will close one week before the booking. The club reserve the right to cancel the booking if the minimum number is not met.

Once ticketing is closed, the Steward will contact you in the days before the event for menu choices.

### Rooms Available for booking

**James H. Van Alen Room** – The lounge is available for drinks for up to 30 people.

**The Dining Room** – Available for dinners for a minimum of 12, and up to 24 people.

**The Burrough Room** – Available for dinners with up to 8 people.

The entire clubhouse may be available for booking on a select number of quieter evenings, for larger events. Please speak to the Steward if interested.