

POLICIES

General Information

Thank for choosing Hunting Hawk Golf Club for your special event. We look forward to providing an outstanding experience for you and your guests. Below are Hunting Hawk Golf Club's policies concerning food and beverage functions.

Dress Code

To avoid embarrassment to your guest, please advise them of our strict dress code. Denim of any color and ballcaps are prohibited inside or outside the clubhouse. For formal events, coat/tie and dresses are required.

Alcoholic Beverages

The sale and service of alcoholic beverages are regulated by the Virginia ABC Board. Hunting Hawk Golf Club is the only licensed authority to sell and serve alcohol beverages for consumption on the premises. Alcoholic beverages are not permitted to be brought into the Club or leave the Club premises. If a minor is found consuming alcohol, Hunting Hawk Golf Club reserves the right to terminate the function at the host's expense. Hunting Hawk Golf Club in its sole discretion may refuse service to any guest for any reason.

Beverage Prices

All alcoholic beverage charges are based on consumption and tallied at the end of the event. Prices for open and cash bar include mixers, ice and glassware. Should you choose to have a cash bar, it may be necessary to charge a bar set up fee if set sales minimum is not met. Cash bar inquiries should be directed to the Event Coordinator.

Menu

Menu must be determined at least 30 days in advance of any event. Any changes made after this point must be authorized by the Executive Chef and Event Coordinator. Any food purchased or made elsewhere may not be brought on the property without the expressed written permission of Hunting Hawk Golf Club management. Menu Prices are per person, unless otherwise specified.

Residual Food

Any food given to the host at the end of the party will be at the discretion of the Executive Chef. Highly perishable items will not be given to the host under any circumstances and food used as a display item is the property of the Club.

Decorations

Flowers, decorations, and/or entertainment can be ordered by our Event Coordinator and will require a surcharge. If contracted by the host, however, admittance into the club must be scheduled through our Event Coordinator for security purposes. Please note, when making outside arrangements for entertainment, you must inform the Event Coordinator, as they may be subject to restrictions or special needs.

Security

Hunting Hawk Golf Club is not responsible for any missing items or equipment lost before, during or after your event. Clients are encouraged to secure their belongings to prevent loss.

Function Space

Function space and rental fees are designated by the estimated number of guest, amount of food and beverage purchased, and the set-up/ audio/visual requirements. Hunting Hawk Golf Club reserves the right to reassign function space and rental fees should the originally anticipated requirements or the number of guests changes from the time of booking.

Payment

The signed contract, non-refundable service charge, and Credit Card number is required to secure your reservation. An additional 50% is due 30 days prior to the event. The remaining balance is due 7 days prior to the event. Bar consumption charges will be billed to the credit card on file one week following the event.

Final Guarantee

A guaranteed count is required for all functions at the time of booking. A final meal guarantee is required by noon, one week prior to your scheduled function. The Executive Chef and Event Coordinator must be notified of the final guarantee at least 7 business days in advance of event. If the final guarantee is less than 75% of the original estimate, this will be regarded as the amount due. Any increase after the final guarantee is subject to product availability, and may be subject to an adjustment fee of \$100.

Cancellation Policy

Any event cancelled may be subject to the following fees:

- More than 90 days prior to event 25% due
- 31-90 days in advance of event 75% due
- Less than 30 days prior to event 100% due