
CONFERENCES
at The Hawkhills
the
Hawkhills

Welcome to The Hawkhills

Whether you're visiting us for a conference or a corporate training event, you can rest assured that your every need will be met.

Located on the outskirts of York, our modern, purpose-built venue is set within the delightful Hawkhills Estate, dating back to the 1700's and spanning 240 acres of stunning scenery overlooking woodland, fields and orchards.



Stately home meets state-of-the-art

We pride ourselves on the security of our premises, ensuring our guests have complete privacy at all times. As a result, we have been the destination of choice for Government training for the past eighty years.

We provide our clients with exceptional facilities and surroundings. So whatever the nature of your visit, at The Hawkhills you can have it all.



For further information or to discuss your requirements
please call one of our dedicated conference coordinators on 01347 82503







Exceptional facilities

Our modern and purpose-built Conference Centre provides the perfect venue for corporate and training events of all sizes.



Facilities include:

- 21 seminar rooms
- Conference theatre
- Free high-speed Wi-Fi and internet access
- Modern coffee lounge
- Dedicated conference coordinator
- Ample free on-site parking
- Audio & visual equipment included in all packages
- Complimentary conference stationery included in all packages
- Open, airy and bright rooms
- 102 double en-suite bedrooms
- Cosy bar
- Restaurant and dining suites
- Vast outside space, perfect for team building exercises

Fully integrated technology to support all events:

- 65" LCD touch-screen monitors
- Whiteboard
- AV and IT technology
- Laptop connection
- Air-conditioning

A closer look

All the facilities within our Conference Centre have been designed to offer maximum flexibility, whether used for a conference, training, meeting or corporate event.

Our Conference theatre is equipped with:

- Surround sound AV equipment
- Viewing gallery
- 2 x lecterns
- PA system
- Multi-screen presentation display
- Ample usable floor space
- Option to seat 180 people theatre style or 75 people cabaret style











Flexible meets functional

Our seminar rooms vary in size, so you can choose the right space to suit your needs. All the rooms are bright and airy, boasting beautiful views of the grounds. Four of the twenty one rooms can be opened up to create a bigger space accommodating up to eighty people.



And relax

Whether you're hosting a training event or a succession of seminars, having a comfortable room to unwind in is a must.

Our contemporary, purpose-built accommodation offers 102 double en-suite bedrooms, just steps away from the Conference Centre. Each bedroom is furnished to a high standard and provides the perfect setting to relax during your event.

Bedroom amenities include:

- Wi-Fi internet access
- Digital television with selection of channels
- Study area
- Wardrobe
- Tea and coffee making facilities
- Hairdryer
- Complimentary toiletries

Additional on-site amenities:

- Laundry room
- Gymnasium
- Comfortable lounge
- Snooker table









The great outdoors

During your visit why not explore some of the estate. The Hawkhills grounds and gardens provide the ideal location for woodland walks, or an early morning run across one of the trails. The site also boasts a croquet lawn and ample space for outdoor networking or team building activities.

Delegate rates

Full day delegate rate* includes:

- Tea, coffee & refreshments throughout the day
- Two-course lunch
- The hire of a seminar room
- In room; water, stationery, AV equipment
- Wi - Fi
- Free on-site car parking

*** £42 + VAT**

24-hour rate* includes:

- Double en-suite room for single ocuppancy
- Two-course dinner
- Breakfast buffet
- Two-course lunch
- Tea, coffee & refreshments throughout the day
- The hire of a seminar room, inclusive of AV equipment
- In room; water, stationery, AV equipment
- Free on-site car parking

*** £145 + VAT**

Additional breakout rooms are charged at **£140 + VAT** per day, per single room.









Food at The Hawkhills

Day delegate rates include three-course lunch buffet.
24hr delegate rates include breakfast, two-course lunch buffet and two-course dinner.

A selection of salads

Selection of hot & cold main courses

Selection of hot & cold desserts

Complimentary still & sparkling water

With the choice of dining in both our period rooms:
the stunning Oak Dining Room and
the ornate White Dining Room

We cater for all dietry requirements

We can cater for up to 170 guests formally and 200 guests informally.







Terms and Conditions of booking

Definitions

1. Definition of booking

- 'Firm Booking' means a booking for which a completed signed booking form and a Puchase Order, for the use of specific facilities at the Hawkhills on a specific date(s), has been received by Serco at The Hawkhills
- 'Provisional Booking' means a reservation of facilities that lapses after 10 working days unless converted to a firm booking.

Booking Form

2. Once the client returns a completed booking form and a Purchase Order The Hawkhills will accept this as a firm booking and the client is liable for the relevant fee or cancellation charge.

3. Provisional bookings will only be confirmed upon receipt of a signed booking form, which is autorised for payment and a Purchase Order. The form must be received within 10 working days from the date of the provisional booking in order to guarantee the booking.

Fees and Payment

4. Invoices are payable within 30 calendar days of the invoice date.

5. Payments can be made by BACS or Credit Card. Those wishing to pay by BACS and Credit Card need to contact the EPC Finance Team on (01347) 825030. Receipts will be issued on request only. Receipts will be issued on request only.

Attendee Numbers

6. When confirming attendee numbers on the booking form please ensure they are realistic in relation to your event. The attendee numbers on the booking form will be used as the basis for your fee and will be subject to our cancellation policy. We do however understand that numbers can reduce and with this in mind we allow for a 5% variance in attendee numbers of 20 or more if notified to us in writing more than 14 days prior to the event.

7. The Hawkhills will endeavour to accommodate extra attendees above the numbers agreed on the firm booking form, prior notice required. The cost for the additional attendees will be added to the invoice.

8. Final written confirmation of attendee details needs to be received by us no later than 14 days prior to the start of your event. The College reserves the right to refuse entry to the estate to unexpected attendees.

9. The Hawkhills reserves the right to cancel a booking without notice. In such circumstances, The Hawkhills may, at its own discretion return any payment received.

10. In the event that you cancel your booking cancellation fees will be charged. All cancellations and amendments must be confirmed to us in writing. The cancellation fee will be calculated by reference to the length of notice given at the date of receipt of this confirmation. Fees for cancellations are calculated as detailed in the table below and are based on the total value of the firm booking.

Notice of Cancellation	% of event fee charged
more than 24 weeks	0%
24 weeks - 13 weeks	25%
12 weeks - 29 days	50%
Less than 28 days	100%
~ Weekends are included in the above calculations	

Damage & Inappropriate Behaviour

11. The client is responsible for all allocated rooms during the period of the booking. Any damage incurred as a result of their employees, attendees or representatives' acts, omissions or default will result in a charge to remedy such damage.

12. The Hawkhills reserves the right to refuse entry and/or request to leave any person or persons behaving inappropriately.

Independent Equal Access

13. If you or your attendees have any additional requirements due to a disability or any other reason, please contact our EventsTeam.

Data Protection

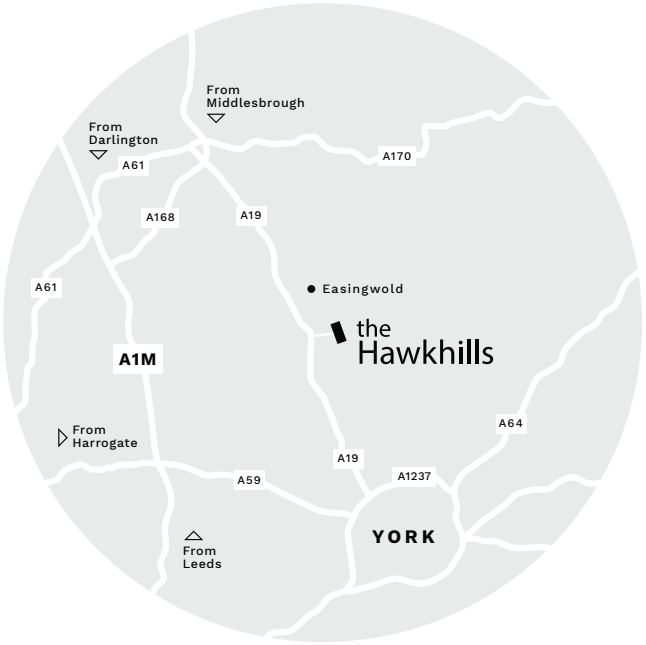
14. The Hawkhills does not sell, trade or rent your personal information to others. Your details will be added to the Hawkhills database in order to process your booking and so that you can be kept up to date with details of our services.

15. If you do not wish to receive any further information from The Hawkhills either by post, telephone or email please contact the events team at:

The Hawkhills, Easingwold, York YO61 3EG
Email: enquiries@thehawkhills.com Tel: +44 (0) 1347 825038

How to find us:

Conveniently located 12 miles from the historic City of York, The Hawkhills benefits from excellent road, rail and airport links. Just two hours by rail from London and a short drive from Leeds/Bradford Airport. The Hawkhills sits on the edge of the A19 and close to the A1 and the A1(M).



Get in touch:

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