

# HAWKS

PUBLIC HOUSE

PRIVATE DINING GUIDE

CATERING • BUSINESS LUNCHEONS AND DINNERS • COCKTAIL RECEPTIONS  
WEDDINGS • ANNIVERSARIES • REHEARSAL DINNERS • HOLIDAY PARTIES  
RETIREMENT PARTIES • BABY SHOWERS • BRIDAL SHOWERS

## Our Desire is to Exceed Our Guest's Every Need



Hawks Provisions + Public House is the second restaurant project from husband and wife team Molly Hawks and Michael Fagnoni. This exciting addition to East Sacramento has much to offer; while Public House features a gastropub style restaurant and bar, next door, Provisions offers everything you need to make your day a little sweeter, with artisan espresso drinks and fresh baked goods.

Chef Ed Lopez II heads up the kitchen at Hawks Public House, crafting a menu focused on using the best ingredients from small farms and local purveyors. The dinner, lunch, and brunch menus each offer a wide range of shareable dishes and a well edited selection of entrees. In addition, Public House boasts a full bar emphasizing local beers and craft cocktails.

Whether you're planning a business meeting or presentation, a rehearsal dinner, cocktail function, or simply an intimate gathering, we're here to attend to the details. We look forward to working with you and making your private dining experience a unique and memorable occasion.

### PUBLIC HOUSE

Hawks Public House offers a comfortable blend of modern elegance and vintage industrial design with wood plank tables and upholstered mohair banquettes. The space features a zinc top bar opposite large windows overlooking Alhambra Boulevard. Guests enjoy a glimpse into the kitchen from the dining room. Hawks Public House offers seating for 50 guests with a reception nook. Guests reserving Hawks Public House may enjoy complimentary access to our patio for their cocktail and hors d'oeuvre receptions.

### PROVISIONS

Next door to Hawks Public House, Hawks Provisions offers a private space for smaller groups. Serving as our grab and go cafe by day, we transform this space to a private dining room by night. This space offers a private patio and bathroom. Hawks Provisions accommodates up to 10 guests for a seated dinner and 15 guests for a reception.

## OUTDOOR PATIO

For those looking for an outdoor venue, our patio sits on the prominent corner of Stockton and Alhambra Boulevards. Tables are arranged around a Japanese maple, with market lights strung above. The patio accommodates up to 30 guests for a seated event and 50 guests for a reception.

We're excited to announce that we will soon begin a remodel project on our patio. Our new patio will offer a private venue featuring a shade structure with both fire and water features.

## OFFSITE CATERING AND EVENTS

Allow Hawks Provisions & Public House to cater your next event. From small, intimate dinners in your home or office, to large receptions, we are prepared to handle every detail. Please arrange a time to meet with our staff to discuss your next event.

## GUEST COUNT POLICY

A guest count must be confirmed seven days prior to your event. This number will be considered your guarantee. If we do not receive a confirmed guest count seven days prior to your event, we will use the original estimated guest count as your guarantee. We realize that changes do occur, and we will always be prepared to accommodate a 10% increase in your guest count, provided space is available.

## MENUS

Current menus will be provided one month prior to your event. We request that you submit to us your menu selections at least two weeks prior to your event to ensure product availability. If you are unable to provide a menu within 72 hours of the event date, a menu will be selected for you.

Should you desire a more elaborate menu, such as a custom tasting menu, we can arrange for a menu consultation with our chefs. In addition, we are happy to work with any dietary restrictions your guests may present. We kindly ask that all menu substitutions be made during your menu selection period.

It is our pleasure to print personalized menus and matching place cards for your guests. Please provide any details, such as company name, logo, or special message to our event coordinator upon confirming your event.

## GUARANTEE AND CANCELLATION

We require both a signed contract and credit card authorization form to hold a reservation. If a cancellation occurs within 48 hours of your event, your credit card will be charged for the full room minimum. If a cancellation occurs within two weeks to 48 hours of your event, your card will be charged for one half of the room minimum. As a one-time courtesy, this charge may be applied as a deposit to your rescheduled event.

## CORKAGE FEES

Hawks Public House corkage is \$20 for each 750ml bottle, up to 4 bottles. For every bottle more than 4, corkage is \$40 for each 750ml bottle opened. Hawks Public House does not assume any responsibility or liability for guests' personal property, food or wine brought from outside the restaurant. Corkage fees do not apply towards food and beverage minimums.

## CAKE SERVICE

Our pastry department will gladly prepare a cake for your special occasion. However, if you should wish to provide your own cake or cupcakes, our pastry chef will cut and serve your cake or cupcakes with house made gelato for a fee of \$5 per guest. Please see menu section for cake selection and pricing.

## PAYMENT

Once the event is booked and guaranteed, we will begin to finalize the menu. Written confirmation of the event details including the selected menu, the estimated cost, and any special arrangements will be sent to you upon request.

A deposit may be required depending upon event size and time of year. A 20% deposit will be required for all restaurant buy outs. The 20% will be based off of your set food and beverage minimum. Full payment is required at the conclusion of your event. We accept cash, visa, mastercard, american express and corporate checks. We regret that we are not able to accept personal checks.

## TAX AND SERVICE CHARGE

All events and pre-arranged services are subject to a 20% service charge, as well as applicable taxes. Please note California law stipulates that any service charge is taxable.

## WI-FI AND AUDIO-VISUAL

Wireless internet access is available throughout the restaurant, compliments of Hawks Provisions + Public House. We will gladly outsource any audio-visual equipment you may need for your event. We request seven days notice to obtain equipment and an additional cost will apply.

Projector Screen: \$50 rental fee

LCD Projector (pc compatible): \$150 rental fee

Projector Screen and LCD Projector (pc compatible): \$200 rental fee

Microphone and Speaker: \$150 rental fee

## FLORAL ARRANGEMENTS

The right floral arrangements can help make a fashionable event. We can coordinate your floral needs with our florist, at an additional cost.

## FOOD AND BEVERAGE MINIMUMS

There are no room rental fees, however there are varying minimum food and beverage expenditures to book each space. Food and beverage minimums do not include rental fees, service charge or any applicable taxes.

### PUBLIC HOUSE RESTAURANT BUYOUT

#### SUNDAY-THURSDAY | MAXIMUM SEATING CAPACITY 50 GUESTS

##### HOLIDAY SEASON (Nov 1 - Jan 31)

|   |            |            |
|---|------------|------------|
| LUNCH MINIMUM:                                      | \$1,500.00 | \$2,500.00 |
| Lunch Buyouts must conclude<br>no later than 3:30pm |            |            |
| DINNER MINIMUM:                                     | \$5,000.00 | \$6,000.00 |

#### FRIDAY & SATURDAY | MAXIMUM SEATING CAPACITY 50 GUESTS


##### HOLIDAY SEASON (Nov 1 - Jan 31)

|   |            |            |
|---|------------|------------|
| LUNCH MINIMUM:                                      | \$1,500.00 | \$2,500.00 |
| Lunch Buyouts must conclude<br>no later than 3:30pm |            |            |
| DINNER MINIMUM:                                     | \$6,000.00 | \$6,500.00 |



### PUBLIC HOUSE PARTIAL RESTAURANT BUYOUT

For groups of 13 to 20 guests looking to reserve, we will assign a Food & Beverage Minimum of \$75.00 per guest for Dinner and \$50.00 per Guest for Lunch.



## SAMPLE MENUS



The following menus are presented as samples and are intended to highlight the types of dishes you can expect to find on our private dining menus.

In keeping with the seasons, our menus change frequently.

Current menus will be provided one month prior to your event. We request that you submit your menu selections at least two weeks prior to your event to ensure product availability.

Should you desire a more elaborate menu, such as a tasting menu, we can arrange for a menu consultation with our chefs. In addition, we are happy to work with any dietary restrictions your guests may present.

## HORS D'OEUVRES

\$15 PER GUEST

Whether you are hosting an hors d'oeuvres reception, or treating your guests to a selection of our hors d'oeuvres before their meal, commencing with hors d'oeuvres is a gracious way to entertain guests while waiting for others to arrive and creates a convivial atmosphere to be carried throughout your event. Choose from the following list of suggested hors d'oeuvres which may be passed or stationed, or allow our chefs to create custom selections, unique to your event.

### PRE-SELECT FIVE

#### CROQUE MONSIEUR BITES

DEVEILED EGGS, DIJON AND CRISPY BACON

PORK TERRINE, WHOLE GRAIN MUSTARD, CROSTINI

HOUSE MADE HUMMUS, SEASONAL VEGETABLE CRUDITE

CRISPY FRIED CHICKEN BITES, HONEY DIJON DIPPING SAUCE

PETIT BUTTERMILK BISCUITS, SHAVED HAM AND CHILI JAM

CHILLED POACHED SHRIMP, COCKTAIL SAUCE & AIOLI

WINTER SQUASH FRITTERS, HERBED RANCH

GOURGERES

## BOARDS & PLATTERS

BUTCHER BLOCK OF ARTISAN CHEESES

HOUSE MADE CRACKERS AND SEASONAL GARNITURE

\$12 PER GUEST

HOUSE MADE CHARCUTERIE DISPLAY

WARM GRILLED BREAD, PICKLED VEGETABLES, MUSTARDS

\$16 PER GUEST

## 2 HOUR HORS D'OEUVRES PARTY

\$35 PER GUEST

### STATIONED HORS D'OEUVRES

CHARCUTERIE & ARTISAN CHEESE BOARD,  
COUNTRY PÂTÉ, CICCIOI, SALUMI, DIJON AND WHOLE GRAIN MUSTARD, HOUSE MADE PICKLES, TOAST POINTS

### PASSED HORS D'OEUVRES

#### PRE-SELECT FIVE

CROQUE MONSIEUR BITES

DEVILED EGGS, DIJON AND CRISPY BACON

PORK TERRINE, WHOLE GRAIN MUSTARD, CROSTINI

HOUSE MADE HUMMUS, SEASONAL VEGETABLE CRUDITE

CRISPY FRIED CHICKEN BITES, HONEY DIJON DIPPING SAUCE

PETIT BUTTERMILK BISCUITS, SHAVED HAM AND CHILI JAM

CHILLED POACHED SHRIMP, COCKTAIL SAUCE & AIOLI

WINTER SQUASH FRITTERS, HERBED RANCH

GOURGERES

### STATIONED SWEETS

PETIT CHOCOLATE POTS DE CRÈMES, BUTTERSCOTCH WHIP

ASSORTMENT OF FRESH BAKED COOKIES



## BRUNCH

\$35 PER GUEST

### FIRST COURSE: SERVED FAMILY STYLE FOR THE TABLE

SOUR CREAM COFFEE CAKE, PECAN STREUSEL

BUTTERMILK BISCUITS, SEASONAL FRUIT JAM

CINNAMON FRITTERS, SALTED CARAMEL

### SECOND COURSE: PRE-SELECT TWO

TOMATO BRAISED KALE, POACHED EGGS, PARMESAN, SÉKA HILLS OLIVE OIL AND GRILLED BREAD

BUTTERMILK PANCAKE, CRISPY BACON, CARAMELIZED APPLES AND MAPLE CHANTILLY

CROQUE MONSIEUR, GRUYERE CHEESE, ROSEMARY HAM AND BÉCHAMEL, FARM GREENS

CHILAQUILES, CORN TORTILLA, RED ONION. HOUSMADE RICOTTA, GUAGILLO CHILI SALSA AND FRIED EGGS

GRILLED SHRIMP SALAD, SHAVED CABBAGE, LOCAL CITRUS, FRIED PEANUTS AND CILANTRO

EGGS BENEDICT, SALMON GRAVLAX, ENGLISH MUFFIN, DILL HOLLANDAISE AND FARM GREENS

BREAKFAST SANDWICH, SOFT SCRAMBLED EGGS AND CHEDDAR CHEESE, BACON, CRISPY POTATOES

PULLED PORK HASH, POTATI RÖSTI, CARAMELIZED ONIONS, CHIMICHURRI AND SUNNY SIDE UP EGG

PUBLIC HOUSE BURGER, WAGYU BEEF, SHREDDED LETTUCE, FANCY SAUCE, FRENCH FRIES AND AIOLI

### THIRD COURSE: PRE-SELECT ONE

PUBLIC HOUSE BAR, FUDGE BROWNIE, PEANUTS AND WHITE CHOCLATE CARAMEL, COFFEE GELATO

ASSORTMENT OF FRESH BAKED COOKIES

DARK CHOCOLATE POT DE CRÈME, CHANTILLY CREAM

CARAMEL APPLE HAND PIE, AGED BALSAMIC, VANILLA GELATO

HOUSE MADE GELATO OR SORBET

### SIDES: \$4 PER GUEST - SERVED FAMILY STYLE FOR THE TABLE

KENNEBEC FRENCH FRIES, AIOLI

BREAKFAST POTATOES, HOUSMADE HERB SALT

APPLEWOOD SMOKED BACON

PLEASE SELECT TWO ENTREES, AND ONE DESSERT. WE WILL THEN PRINT  
A CUSTOM MENU FOR YOUR GROUP, FEATURING YOUR SELECTIONS AND THE GREETING OF YOUR CHOICE.

## LUNCH

\$35 PER GUEST

### FIRST COURSE: PRE-SELECT TWO

FARM GREENS, TORN HERBS AND CHAMPAGNE VINAIGRETTE  
CAESAR SALAD, LITTLE GEMS, BOQUERONES, SOURDOUGH CROUTONS AND SHAVED PARMESAN  
PURÉE OF MUSHROOM SOUP, SHERRY GASTRIQUE AND CRISPY SHALLOTS

### SECOND COURSE: PRE-SELECT THREE

HOUSEMADE TAGLIATELLI BOLOGNESE, SPINACH CREAM AND PARMESAN  
HOUSEMADE RIGATONI, PORK AND ROSEMARY RAGU, FENNEL POLLEN, PARMIGIANO REGGIANO  
BUFFALO CHICKEN WEDGE BABY ICEBURG, RADISH, RED ONION, CILANTRO, BLUE CHEESE VINAIGRETTE  
PETROLE SOLE PICATA, SAUTEED BLOOMSDALE SPINACH, ROASTED FINGERLINGS AND CRISPY CAPERS  
GRILLED SHRIMP SALAD, SHAVED CABBAGE, GRAPEFRUIT, FRIED PEANUTS AND CILANTRO  
CHICKEN SALAD SANDWICH PICKLED GREEN APPLE, SHAVED FENNEL, HOUSE MILK BUN  
PUBLIC HOUSE BURGER, WAGYU BEEF, SHREDDED LETTUCE, FANCY SAUCE, FRENCH FRIES AND AIOLI

### THIRD COURSE: PRE-SELECT TWO

PUBLIC HOUSE BAR, CHOCOLATE, PEANUTS, FEUILLETINE AND CARAMEL  
ASSORTMENT OF FRESH BAKED COOKIES  
DARK CHOCOLATE POT DE CRÈME, BUTTERSCOTCH WHIP  
CARAMEL APPLE HAND PIE, AGED BALSAMIC, VANILLA GELATO  
HOUSE MADE GELATO OR SORBET

PLEASE SELECT TWO FIRST COURSE OPTIONS, THREE ENTREES, AND TWO DESSERTS. WE WILL THEN PRINT A CUSTOM MENU FOR YOUR GROUP, FEATURING YOUR SELECTIONS AND THE GREETING OF YOUR CHOICE.

## DINNER

\$45 PER GUEST

### FIRST COURSE: PRE-SELECT ONE

FARM GREENS, TORN HERBS AND CHAMPAGNE VINAIGRETTE

CAESAR SALAD, LITTLE GEMS, BOQUERONES, SOURDOUGH CROUTONS AND SHAVED PARMESAN

PURÉE OF MUSHROOM SOUP, SHERRY GASTRIQUE AND CRISPY SHALLOTS

### SECOND COURSE: PRE-SELECT TWO

SPAGHETTI, HOUSEMADE WAGYU AND PORK SHOULDER MEATBALLS,  
ROASTED TOMATO SAUCE AND PARMESAN CREAM

HOUSEMADE RIGATONI, PORK AND ROSEMARY RAGU, FENNEL POLLEN, PARMIGIANO REGGIANO

HERB ROASTED MARY'S CHICKEN, APPLEWOOD SMOKED BACON,  
SAUTEED SPINACH AND GRAIN MUSTARD JUS

GRILLED PORK TENDERLOIN, RISO BIANCO BEANS, SAUTEED KALE AND GREEN APPLE MUSTARDA

PAN ROASTED PATROLE SOLE, LEMON AND OLIVE OIL CRUSHED FINGERLINGS, VELOUTÉ

GRILLED NEW YORK STEAK, PAN ROASTED FINGERLINGS, BUTTERED KALE AND SHALLOT, H-1

### THIRD COURSE: PRE-SELECT ONE

LEMON-OLIVE OIL CAKE, CHANTILLY CREAM

ASSORTMENT OF FRESH BAKED COOKIES

DARK CHOCOLATE POT DE CRÈME, BUTTERSCOTCH WHIP

HOUSE MADE GELATO OR SORBET

PLEASE SELECT ONE FIRST COURSE OPTION, TWO ENTREES, AND ONE DESSERT. WE WILL THEN PRINT A CUSTOM MENU FOR YOUR GROUP, FEATURING YOUR SELECTIONS AND THE GREETING OF YOUR CHOICE.

## DINNER

\$55 PER GUEST

### FIRST COURSE: PRE-SELECT TWO

FARM GREENS, TORN HERBS AND CHAMPAGNE VINAIGRETTE

CAESAR SALAD, LITTLE GEMS, BOQUERONES, SOURDOUGH CROUTONS AND SHAVED PARMESAN

APPLE AND ENDIVE SALAD, BLUE CHEESE VINAIGRETTE AND CANDIED WALNUTS

PURÉE OF MUSHROOM SOUP, SHERRY GASTRIQUE AND CRISPY SHALLOTS

### SECOND COURSE: PRE-SELECT THREE

SPAGHETTI, HOUSEMADE WAGYU AND PORK SHOULDER MEATBALLS,  
ROASTED TOMATO SAUCE AND PARMESAN CREAM

HOUSEMADE RIGATONI, PORK AND ROSEMARY RAGU, FENNEL POLLEN, PARMIGIANO REGGIANO

HERB ROASTED MARY'S CHICKEN, APPLEWOOD SMOKED BACON,  
SAUTEED SPINACH AND GRAIN MUSTARD JUS

GRILLED PORK TENDERLOIN, RISO BIANCO BEANS, SAUTEED KALE AND GREEN APPLE MUSTARDA

PAN ROASTED PATROLE SOLE, LEMON AND OLIVE OIL CRUSHED FINGERLINGS, VELOUTÉ

GRILLED NEW YORK STEAK, PAN ROASTED FINGERLINGS, BUTTERED KALE AND SHALLOT, H-1

### THIRD COURSE: PRE-SELECT TWO

LEMON-OLIVE OIL CAKE, CHANTILLY CREAM

ASSORTMENT OF FRESH BAKED COOKIES

DARK CHOCOLATE POT DE CRÈME, BUTTERSCOTCH WHIP

HOUSE MADE GELATO OR SORBET

PLEASE SELECT TWO FIRST COURSE OPTIONS, THREE ENTREES, AND TWO DESSERTS. WE WILL THEN PRINT A CUSTOM MENU FOR YOUR GROUP, FEATURING YOUR SELECTIONS AND THE GREETING OF YOUR CHOICE.

## MENU PRICING

### BRUNCH MENU PRICING

|  |             |
|--|-------------|
| Choose one first course, two entrée selections, and one dessert        | \$35/person |
| Offer additional selection   | \$5/person  |
| One hour passed hors d'oeuvre reception; select up to 5 hors d'oeuvres | \$15/person |

### LUNCH MENU PRICING

|  |             |
|--|-------------|
| Choose one first course, two entrée selections, and one dessert        | \$35/person |
| Offer additional selection   | \$5/person  |
| One hour passed hors d'oeuvre reception; select up to 5 hors d'oeuvres | \$15/person |

### DINNER MENU PRICING

|  |             |
|--|-------------|
| Choose one first course, two entrée selections, and one dessert        | \$45/person |
| Choose two first course, three entrée selections, and two dessert      | \$55/person |
| Offer additional selection   | \$5/person  |
| One hour passed hors d'oeuvre reception; select up to 5 hors d'oeuvres | \$15/person |

### COCKTAIL RECEPTION

|  |             |
|--|-------------|
| Two hour passed hors d'oeuvre reception; stationed + tray passed, savory + sweet   | \$35/person |
| Three hour passed hors d'oeuvre reception; stationed + tray passed, savory + sweet | \$50/person |

### COCKTAIL CLASS

|   |             |
|---|-------------|
| 2 hour cocktail class Includes Drinks + Small Bites | \$55/person |
|---|-------------|

### BEVERAGES

We offer selections from our full bar and wine list for your event. All beverages (alcoholic and non-alcoholic) are charged on a consumption basis. Our Wine Director would be pleased to assist you with your wine selections, or perhaps pair wines to your individual courses. We suggest you select wines for your event in advance to confirm availability and pricing.

## WEDDING & SPECIAL OCCASION CAKES

Our pastry department will gladly prepare a cake for your event. Whether celebrating a birthday, anniversary, or special occasion, a personalized cake with candles brought to the table makes any event festive.

All cakes are served with your choice of house made gelato or sorbet.

### SINGLE TIER CAKES

Our traditional cakes receive a smooth finish with simple, clean piping and design. We are happy to embellish your cake with any writing you might wish to add. Intricate design requests may incur an additional charge.

**Note:** For those guests ordering from our Private Dining Menus, we're happy to substitute a single tier cake for your plated dessert at no additional charge.

| SIZE                         | SERVINGS | PRICE    |
|------------------------------|----------|----------|
| 6" round - 3 layer           | up to 8  | \$80.00  |
| 8" round - 3 layer           | up to 10 | \$100.00 |
| 9" round - 3 layer           | up to 14 | \$140.00 |
| quarter sheet cake - 2 layer | up to 24 | \$175.00 |

### TRADITIONAL HAWKS CAKE FLAVORS

- Mocha Cake with Coffee Syrup and Coffee Buttercream
- Vanilla Bean Cake, Brown Sugar Syrup and Vanilla Buttercream
- Spiced Apple Cake, Cinnamon Apple Filling and Brown Buttercream
- Almond Sponge Cake with Lemon Pastry Cream and Swiss Meringue



## WEDDING CAKES

Our tiered wedding cakes are priced from \$12 per guest. Final cake pricing will vary based on specialty ingredients requested, complexity of design, and any specialty equipment required to complete your cake (i.e. fresh flowers). We welcome you to schedule a cake tasting and consultation with our event coordinator. For non-contracted events, a \$50 cake tasting fee will apply, however, we will gladly credit this fee to your cake purchase.

**Note:** For those guests ordering from our Private Dining Menus, we're happy to substitute a Wedding Cake for your plated dessert for an additional charge of \$6 per guest.

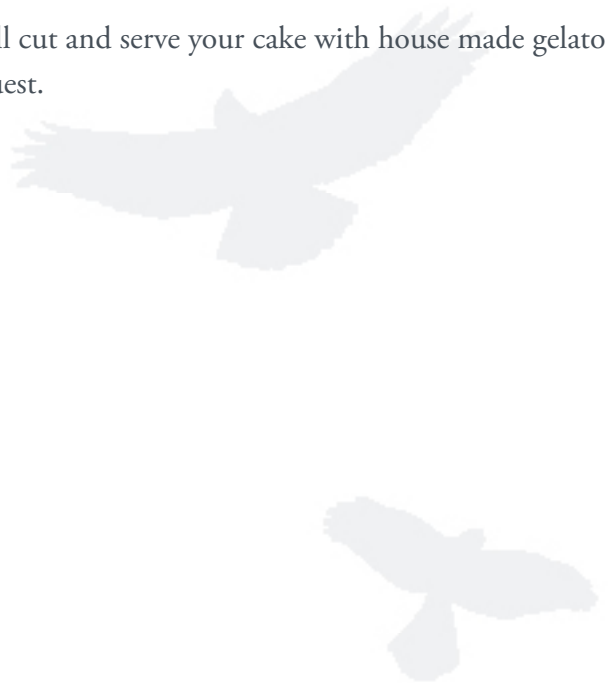
### CUPCAKES

Our Artisan Cupcakes are priced from \$6 per guest. Virtually any of our cake flavor combinations can be translated into cupcake form and we top our cupcakes with the same rich and luxurious frosting we use on our cakes. We're happy to mix and match flavors to fulfill your cupcake order.

**Note:** For those guests ordering from our Private Dining Menus, we're happy to substitute cupcakes for your plated dessert at no additional charge.

### CAKE CUTTING FEE

Should you wish to provide your own cake, our pastry chef will cut and serve your cake with house made gelato and the appropriate sauce to compliment for a fee of \$5 per guest.



## CREDIT CARD AUTHORIZATION

I hereby authorize Hawks to use my credit card to hold a reservation for a special event. I authorize this card to be utilized for all charges associated with the event, including any cancellation fees as outlined in the event Private Dining Contract.

I understand that there is a minimum expenditure for the private and semiprivate space prior to the addition of 20% service charge, a 3% labor surcharge and 8.75% sales tax required for private dining. When the food and beverage total falls under the minimum, charges will be applied to equal the minimum for that space. This fee is also subject to the 20% service charge, 3% labor surcharge and 8.75% sales tax.

The final bill is due upon receipt at the conclusion of the event, and may be charged to my credit card unless I make other payment arrangements.

CARDHOLDER SIGNATURE \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_

CREDIT CARD TYPE \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_ CVV: \_\_\_\_\_

DATE SIGNED \_\_\_\_\_

EVENT DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY . STATE . ZIP \_\_\_\_\_

PHONE \_\_\_\_\_



# HAWKS PROVISIONS & PUBLIC HOUSE

## SPECIAL EVENTS CONTRACT

Thank you for choosing Hawks Provisions & Public House in East Sacramento for your event. To ensure a successful event, please review the following policies that have been established regarding your event.

This signed confirmation along with your credit card guarantee and deposit if applicable, confirms your reservation.

- Private function is available at a specified minimum purchase of food and beverage. This amount excludes corkage fees, equipment rentals, in house services (such as invitations and flowers) tax and service charge. If your final bill does not meet the minimum purchase, you will be assessed a charge to equal the minimum. Additional wine and gift cards may not be purchased to meet the food and beverage minimum.
- All menu confirmations must be received two weeks prior to your event to guarantee product availability. Events booked within two weeks of function date must have a menu confirmed within 72 hours to ensure availability of menu items.
- A guaranteed guest count is due seven days prior to the event. If an updated number is not received within three days of the event, we will use your original count as a firm guarantee. You will be charged for the guaranteed number of guests or the number actually served, whichever is greater.
- All food, beverage, assessed room fees and pre-arranged services (such as audio visual equipment, entertainment, etc.) are subject to 20% service charge, which will be added to your final bill. Additionally a 3% labor surcharge to all purchases will be applied. A sales tax of 8.75% is then added to the total cost of your bill. Payment is due in full at the conclusion of your event. All charges must be applied to one account, with a single form of payment. Any deposits will be applied to the final bill at the conclusion of the event.
- Cancellations within 48 hours of an event will incur a charge of the full Food and Beverage minimum, which may not be applied to a future event. Cancellations received within two weeks to 48 hours prior to the event will incur a fee of 1/2 the Food and Beverage minimum. The charge will be made to the card on file and may be applied to a future event, up to one time.
- Corkage fee is \$20 for each 750ml bottle up to four bottles, and \$40 for each bottle thereafter. Cake service fee is \$5 per guest. These fees do not apply towards any set food and beverage minimums.
- Hawks does not assume any responsibility or liability for guests' personal property, food, or beverage brought from outside our restaurant.

CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_

GROUP NAME \_\_\_\_\_ CELL \_\_\_\_\_

LOCATION \_\_\_\_\_ ARRIVAL TIME \_\_\_\_\_ EMAIL \_\_\_\_\_

FOOD & BEV. MINIMUM \_\_\_\_\_ SET-UP COUNT \_\_\_\_\_ GUARANTEED COUNT \_\_\_\_\_

MENU SELECTION:  LUNCH  BRUNCH  DINNER  COCKTAIL

SPECIAL ARRANGEMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



AUTHORIZED SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

TO CONFIRM YOUR RESERVATION AND HOLD YOUR PRIVATE ROOM, PLEASE SIGN AND RETURN TO OUR EVENT COORDINATOR.