

Hawk Training Venue Hire

Our facilities are perfect for your room hire needs. We offer modern, affordable spaces with the flexibility of a range of layouts - ideal for meetings, training sessions, small conferences and more.

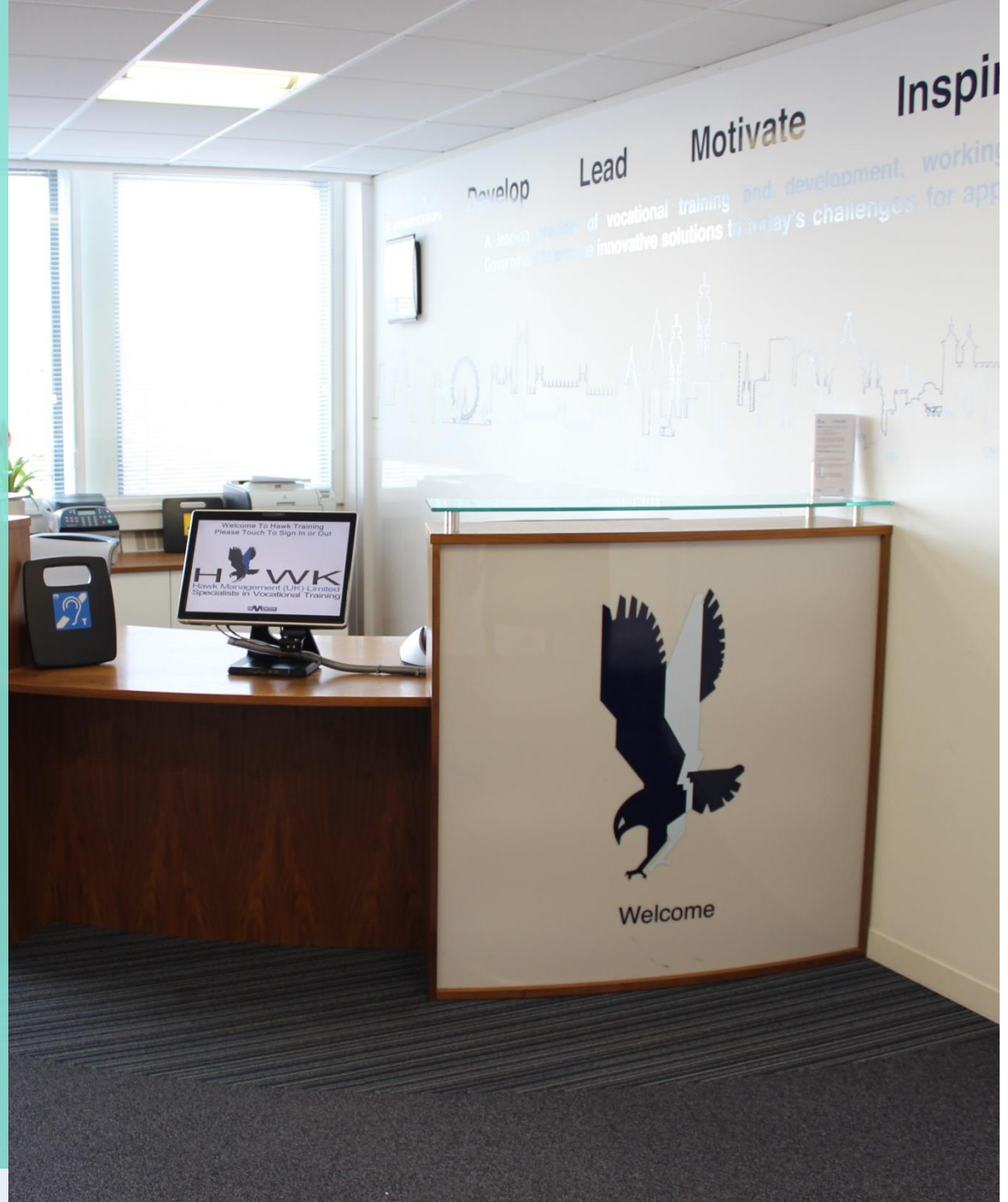
All rooms are air conditioned and are equipped with the latest technology.

We will also offer you the support of our Front of House team throughout your time with us.

With competitive rates and based in a great location, our centre is 2 minutes' walk from Twickenham station with regular trains to and from London Waterloo. We are also in easy reach of the M25 and Heathrow Airport.

4th Floor, Regal House
70 London Road
Twickenham
TW1 3QS
020 8891 0992

venuehire@hawktraining.com
www.hawktraining.com



Hawk

Hire Rates

Studio 1

Studio 2

Boardroom

T&Cs

Room Hire Rates

All charges are subject to VAT

Room	Half Day AM 9:30am- 1:00pm**	Half Day PM 1:30pm- 5:00pm**	Full Day AM 9:30am- 5:00pm**
Studio 1*	£250	£250	£500
Studio 2*	£250	£250	£500
Studio 2 Extended*	£500	£500	£750
Board Room*	£150	£150	£300

*All attendees will be given access to our break-out area, the Richmond Park room, for refreshment breaks and lunches

Admin Fee	£70
** Times are negotiable	£80 per hour

Optional Extras

Refreshments (Tea/coffee/water/biscuits. Optional breakfast included)	£2.50 per head
Lunch (Cold Buffet)	£5.50 per head
Lunch (Cold Buffet) inc. crockery hire (40 attendees or more)	£6.50 per head
Recording with session editing	£70 per hour

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Hawk

Hire Rates

Studio 1

Studio 2

Boardroom

T&Cs

Studio 1

This exceptional state-of-the-art suite with 22 PCs and an interactive whiteboard can cater for educational or corporate requirements.

Capacity

Classroom	22
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Facilities

Disabled Accessibility
Hearing Loop
Internet Access (WIFI)
Podcast
Recording
Sound Proofing
Video Conferencing
Webinars
Computers
Podium – Microsoft Windows laptop
Interactive Whiteboard
22 Microsoft Windows desktop computers

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Hawk

Hire Rates

Studio 1

Studio 2

Boardroom

T&Cs

Studio 2

Our spacious studio can be used for a number of functions. With a stage, podium and interactive whiteboard, this space can be configured to suit any event, from product launches, small conferences, training and more.

This studio can also be extended by removing a sound proof wall partition, doubling the capacity.

Capacity

Studio 2	30	Theatre
	30	Boardroom
	20	U-Shape
	30	Cabaret
Studio 2 - Extended	60	Theatre
	60	Cabaret

Facilities

Disabled Accessibility	Video Conference
Hearing Loop	Interactive Whiteboard
Internet Access (WIFI)	Podium - Microsoft Windows laptop
Podcast	Webinars
Recording	Video Conferencing
Sound Proofing	Power outlets on tables

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Studio 2



Studio 2 Extended

Hawk

Hire Rates

Studio 1

Studio 2

Boardroom

T&Cs

Boardroom

(Marketing Suite)

Our boardroom can comfortably accommodate 11 people. The room contains its own private refreshment area and a 58 inch plasma TV. This space can be used for meetings, training sessions and more.

Capacity

Boardroom

11

Facilities

Disabled Accessibility

Hearing Loop

Internet Access (WIFI)

Podcast

Recording

Sound Proofing

Video Conferencing

Webinars

Power outlets on tables

58 inch plasma TV- Microsoft Windows

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Hawk

Hire Rates

Studio 1

Studio 2

Boardroom

T&Cs

Terms and Conditions

Payment

- Final attendee numbers must be confirmed no later than 5 working days prior to your event. This enables us to provide you with the final invoice and ensure your requirements can be catered for.
- All charges are subject to VAT.
- We will invoice you for the total charges for your hire package prior to your event, **payment must be made within 7 working days of the invoice date.**
- If you cancel the event 7 working days or less leading up to the event, you will be charged an admin fee and any catering costs already incurred.
- If the event is cancelled prior to 7 working days before the event, we will issue you a refund. However, you will be expected to pay the admin fee.

Parking

- We have a limited number of on-site parking spaces available and they are allocated on a first come, first served basis. Exceptions can be made for disabled access.
- Waitrose Car Park is located on Arragon Road which is adjacent to Regal House. Charges do apply.

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Your Responsibilities

- Please ensure that we are informed of any special delegate requirements (e.g. disability) prior to the event so we can ensure we have emergency evacuation support available.
- Any dietary requirements must be provided 5 working days prior to the event.
- Final catering numbers must be confirmed no later than 10 working days prior to the event in the case of outside catering, and 5 working days for the finger buffet option.
- Names of attendees must be provided 48 hours prior to the event in order to notify security and update our electronic sign-in system.
- All presentations / software must be provided 24 hours before the event to test on our systems.

Hawk

Hire Rates

Studio 1

Studio 2

Boardroom

T&Cs