

CONFERENCE, TRAINING & EVENTS



SAXON HALL 2023/2024

Aviation Way
Southend-on-Sea
Essex
SS2 6UN

**SAXON HALL OFFERS UP TO 500 SQ.
METRES OF FLOOR SPACE AND SEVEN
DIFFERENT SIZED SUITES SO IT MEANS
THAT WE CAN MAKE YOUR NEXT EVENT
A LITTLE MORE SPECIAL REGARDLESS
OF THE NUMBER OF PEOPLE**

'EXPECT THE BEST'

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Saxon Hall offers up to 500 sq. metres of floor space and seven different sized suites so it means that we can make your next event a little more special – regardless of the number of people.

Most suites are air conditioned and suitable for all types of meeting, whether it be a property auction, breakfast meeting, conference, training day or small corporate meeting, we can accommodate and cater for your needs from 2 to 400 guests.

We can also provide LCD projectors, screens and microphones, all which can be pre-organised with our events coordinator and will be ready for you on the day.

Saxon Hall has free parking for over 200 cars and is conveniently located just off the A127 adjacent to Southend airport. Rochford train station is just two miles away, Saxon Hall also has excellent road and rail links to central London.

Our team of chefs will be delighted to look after your dietary needs; a wide range of catering is available for you on the day from snacks to full meals. Here are some of our more popular choices or if you need something more specific please don't hesitate to ask.

Tea & coffee	£2.50 per person
Tea, coffee & biscuits.....	£2.90 per person
Tea, coffee & Danish pastries.....	£6.75 per person
Bacon Roll	£6.50 per person
Healthy Breakfast:	£9.50 per person
▪ <i>Granola, Muesli, Cereal, Fresh Fruit & Yoghurt, served with Granary/White Bread & your choice of Jam or Honey</i>	
Jugs of Fruit Juice	£7.75 per jug
Full English breakfast with Orange Juice & Tea & Coffee.....	£15.00 per person
Flip Charts, Paper & Pens	£12.50 per day
LCD Screen & Projector Hire	£40.00 per day
Hire of PA system	£40.00 per day
Delegate Day Package	£28.00 per person
▪ <i>Includes: Arrival tea/coffee & biscuits, mid-morning tea/coffee & biscuits, 7 item finger buffet menu, afternoon tea/coffee & pastries</i>	

DINNER MENUS AVAILABLE UPON REQUEST

* Healthy Breakfast & Bacon Rolls, **20 Person Minimum** *

TEL: 01702 545554
WEB: www.saxonhall.co.uk
EVENTS COORDINATOR – GEMMA LIPSCOMBE: gemma@saxonhall.co.uk
ACCOUNTS – INNA JAWAIZEH: inna@saxonhall.co.uk
GENERAL ENQUIRIES – COLETTE GYMER: colette@saxonhall.co.uk

WEDDINGS | BANQUETING | CONFERENCES

A Company Limited By Guarantee. Registered No. 570620. Data Protection Act Registration No. Z1103783

Company Info

Company Name _____

Contact on Day _____

Telephone _____

Address _____

Email _____

Purchase Order No. _____

Room Hire & Layout

	<u>ROOM NAME</u>	<u>ROOM LAYOUT</u>
Please Select	Jubilee	Boardroom
	Olympic	U-Shape
	Shorefield/Clifftown	Cabaret
	Shorefield	Hollow Square
	Clifftown	Classroom
	Maplin	Theatre
	Victoria	Other (PLEASE SPECIFY)

Event Details

Event Date _____

Number Attending _____

Arrival Time _____

End Time _____

Break-times (PLEASE STATE TIMES)

On Arrival: _____

Mid-morning: _____

Lunchtime: _____

Mid-afternoon: _____

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Delegate Choices

Please Select

Tea & coffee

Tea, coffee & biscuits

Tea, coffee & Danish pastries

Jugs of fruit juice

Bacon Roll

Healthy Breakfast

Full English breakfast

LCD projector & screen hire

Flip chart, paper & pens

Hire of PA System

Delegate Day package

Additional Info

Please specify

DECLARATION

I UNDERSTAND AND ACCEPT THE ABOVE DETAILS AS CORRECT AND AGREE TO THE TERMS AND CONDITIONS THAT APPLY TO THIS BOOKING

Print Name

Date

Signature

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Buffet Menus

Assorted Sandwiches - **£6.50 p/p** | Sandwiches, Soup & Fruit - **£11.50 p/p** | Mini Dessert Platter - **£6.50 p/p**

Please use these options when catering for under 20

Please Select
(where applicable)

Assorted Sandwiches

Sandwiches, Chef's Soup & Fruit Platter

Mini Dessert Platter

Finger Buffet Choices

7 items £17.95 per person | 9 items £21.95 per person

20 Person Minimum

Please Select
(where applicable)

Plaice Goujons with Tartare Sauce

Vegetarian Pizza

Baked Mini Potato Jackets

Mini Yorkshire Puddings stuffed with Roast Beef

Honey, Mustard & Sesame Cocktail Sausages

Sandwiches or Bridge Rolls with Assorted Fillings

Chicken Goujons with a BBQ Dip

Mozzarella Sticks with a BBQ Dip

Mini Quiches

Onion Rings

Mini Deep Fried Brie with Cranberry Sauce

Tortilla Chips with a Tomato Salsa

Spicy Chicken Wings with a BBQ Sauce

Pepperoni Basil Tomato Puffs

Mini Vegetable Spring Rolls

Crudities and Dips

King Prawns wrapped in Filo Pastry

Mini Bagels with Smoked Salmon

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Hot Fork Buffet

Please select **THREE** items, **£17.95** per person
20 Person Minimum

Please Select
(where applicable)

Lamb Rogan Josh with Rice & Mini Naan Bread

Lasagne with Garlic Bread

Smothered Chicken: Chicken, Bacon, BBQ Sauce & Cheese

Sweet & Sour Chicken with Rice & Prawn Crackers

Beef Bourguignon

Poached Salmon Steak with a Pesto & Sun Blushed
Tomato Dressing

Vegetarian Lasagne with Garlic Bread

Mushroom Stroganoff

SERVED WITH A SELECTION OF CHEFS SEASONAL SIDE DISHES

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