

# CONFERENCE, TRAINING & EVENTS



## SAXON HALL 2024/2025

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 .....	<b>£2.50 per person</b>
Tea, coffee & biscuits.....	<b>£2.90 per person</b>
Tea, coffee & Danish pastries.....	<b>£6.75 per person</b>
Bacon Roll .....	<b>£6.50 per person</b>
Healthy Breakfast: .....	<b>£9.50 per person</b>
▪ <i>Granola, Muesli, Cereal, Fresh Fruit &amp; Yoghurt, served with Granary/White Bread     &amp; your choice of Jam or Honey</i>	
Jugs of Fruit Juice .....	<b>£7.75 per jug</b>
Full English breakfast with Orange Juice & Tea & Coffee .....	<b>£15.00 per person</b>
Flip Charts, Paper & Pens .....	<b>£12.50 per day</b>
LCD Screen & Projector Hire .....	<b>£40.00 per day</b>
Hire of PA system .....	<b>£40.00 per day</b>
Delegate Day Package	<b>£29.00 per person</b>
▪ <i>Includes: Arrival tea/coffee &amp; biscuits, mid-morning tea/coffee &amp; biscuits,     7 item finger buffet menu, afternoon tea/coffee &amp; pastries</i>	

### DINNER MENUS AVAILABLE UPON REQUEST

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

TEL: 01702 545554  
WEB: [www.saxonhall.co.uk](http://www.saxonhall.co.uk)  
EVENTS COORDINATOR – GEMMA LIPSCOMBE: [gemma@saxonhall.co.uk](mailto:gemma@saxonhall.co.uk)  
ACCOUNTS – INNA JAWAIZEH: [inna@saxonhall.co.uk](mailto:inna@saxonhall.co.uk)  
GENERAL ENQUIRIES – COLETTE GYMER: [colette@saxonhall.co.uk](mailto: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

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### **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 £18.95 per person | 9 items £22.95 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, **£18.95** 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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