

CONFERENCE TRAINING & EVENTS

SAXON HALL 2024/2025

Aviation Way
Southend-on-Sea
Essex
SS2 6UN

01702 545554



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

www.saxonhall.co.uk

CONFERENCE, TRAINING & EVENTS 2024/2025

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 (Granola, Muesli, Cereal, Fresh Fruit & Yoghurt served with Granary/White Bread & your choice of Jam or Honey)*	£9.50 per person
Jugs of Fruit Juice	£7.75 per jug
Full English breakfast with Orange Juice and Tea & Coffee	£15.00 per person
Flip Chart, 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*	£29.00 Per Person

*Includes arrival tea, coffee & biscuits, mid-morning tea, coffee & biscuits, 7 item finger buffet and afternoon tea, coffee & Danish pastries

DINNER MENUS AVAILABLE UPON REQUEST

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

GENERAL ENQUIRIES: 01702 545554

EVENTS COORDINATOR: GEMMA LIPSCOMBE - GEMMA@SAXONHALL.CO.UK

ACCOUNTS: INNA - INNA@SAXONHALL.CO.UK

A company Limited by Guarantee. Registered No. 570620. Data Protection Act Registration No. Z1103783

BUFFET MENUS

Please use these options when catering for **under 20**

Assorted Sandwiches.....	£6.50 per person
Sandwiches, Chef's Soup of the Day & Fruit Platter.....	£11.50 per person
Mini Dessert Platter.....	£6.50 per person

Finger Buffet

7 items **£18.95 per person** | 9 items **£22.95 per person**
20 Person Minimum

Plaice Goujons with Tartare Sauce
Vegetarian Pizza
Baked Mini Potato Jackets
Mini Yorkshire Puddings stuffed with Roast Beef
Honey, Mustard & Sesame Cocktail Sausages
Sandwiches 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
Asparagus & Prosciutto Puff Pastry Bundles

Hot Fork Buffet *

Please select **THREE** items, **£18.95 per person**
20 Person Minimum

Lamb Rogan Josh with Rice & Mini Naan Bread
Lasagne with Garlic Bread
Smothered 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 V
Mushroom Stroganoff V

*** SERVED WITH A SELECTION OF CHEFS' SEASONAL SIDE DISHES**

**SAXON HALL
CONFERENCE BOOKING FORM**

Company Info

Company Name

Contact on Day

Telephone

Address

Email

Purchase Order No.

Room Hire & Layout

Please Select

ROOM NAME

ROOM LAYOUT

Jubilee

Boardroom

Olympic

U-shape

Shorefield/Clifftown

Cabaret

Shorefield

Hollow square

Clifftown

Classroom

Maplin

Theatre

Victoria

Other (please specify in Additional Info)

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CONFERENCE BOOKING FORM**

Event Details

Event Date	
Number Attending	
Arrival Time	
Finish Time	
Break Times (please specify times, mark N/A when none required)	On Arrival:
	Mid-Morning:
	Lunch:
	Mid-Afternoon:

Delegate Choices

Please Select	Tea & coffee
	Tea, coffee & biscuits
	Tea, coffee & Danish pastries
	Jugs of Fruit Juice
	Bacon Roll
	Healthy Breakfast
	Full English Breakfast
	Lunch (please select choices from Conference Booking Form)
	LCD Screen & Projector
	Flip Chart, Paper & Pens
	PA System
	Delegate Day Package (please select food choices from Conference Booking Form)

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**SAXON HALL
CONFERENCE BOOKING FORM**

FOOD CHOICES

PLEASE USE THESE OPTIONS WHEN CATERING FOR UNDER 20

Please Select

Assorted Sandwiches (£6.50 Per Person)

Sandwiches, Soup & Fruit (£11.50 Per Person)

Mini Dessert Platter (£6.50 Per Person)

BUFFET CHOICES - 20 PERSON MINIMUM

7 Item Finger Buffet - £18.95 P/P (Incl. if Day Delegate Package) 9 ITEM FINGER BUFFET - £22.95 P/P

Please Select

Plaice Goujons with Tartare Sauce

Vegetarian Pizza

Baked Mini Potato Jackets

Mini Yorkshire Puddings stuffed with Roast Beef

Honey, Mustard & Sesame Cocktail Sausages

Sandwiches with Assorted Fillings

Chicken Goujons with BBQ Dip

Mozzarella Sticks with BBQ Dip

Mini Quiches

Onion Rings

Mini Deep Fried Brie with Cranberry Sauce

Tortilla Chips with Tomato Salsa

Spicy Chicken Wings with BBQ Sauce

Pepperoni Basil Tomato Puffs

Mini Vegetable Spring Rolls

Crudite & Dips

King Prawns wrapped in Filo Pastry

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CONFERENCE BOOKING FORM**

BUFFET CHOICES (CONT.)

Mini Bagels with Smoked Salmon

Asparagus & Prosciutto Puff Pastry Bundles

HOT FORK BUFFET - £18.95 (20 PERSON MINIMUM)

Please Select

Lamb Rojan Josh with Rice & Mini Naan Bread

Lasagne with Garlic Bread

Smothered Chicken (Bacon, BBQ Sauce & Cheese)

Sweet & Sour Chicken with Rice & Prawn Crackers

Beef Bourguignon

Poached Salmon Steak with Pesto & Sun-blushed Tomato Dressing

Vegetarian Lasagne with Garlic Bread

Mushroom Stroganoff & Rice

SERVED WITH A SELECTION OF CHEFS' SEASONAL SIDE DISHES

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

SIGNATURE

DATE

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