



Saxon Hall

# FUNERAL RECEPTIONS



## SAXON HALL 2024/2025

Saxon Hall, the Southend Masonic Centre, is increasingly being used for family wakes and funeral receptions. As a result, we have become highly experienced in providing such services in a sensitive and discreet manner

*'Expect the Best'*

GENERAL MANAGER | ROBERT POTTER

[robert@saxonhall.co.uk](mailto:robert@saxonhall.co.uk)



## FUNERAL RECEPTIONS

Saxon Hall, the Southend Masonic Centre in Aviation Way, is increasingly being used for family wakes and funeral receptions. As a result, we have become highly experienced in providing such services in a sensitive and discreet way.

Conveniently, Saxon Hall has free parking for over 200 cars, and could not be easier to find, however you and your guests plan to travel here it will not be a problem. The hall is located just off the A127 and positioned adjacent to London Southend Airport. For those travelling by rail, Southend Victoria is four miles away and Rochford train station is just two miles away.

We understand that for some remembering the loss of a loved one can be a time for quiet reflection, where family and friends are gathered in difficult circumstances. We equally acknowledge that there are also those that may wish to celebrate the life of the departed in a positive manner.

At Saxon Hall we provide function suites, all of which are fully air-conditioned and in keeping with the wishes of the family and friends. You can be sure that our caring and understanding staff will be sensitive to the needs of those attending at such a traumatic time.

Naturally, we can take care of all catering needs for parties from 10 up to 200. The service also includes unlimited teas and coffees or mourners have access to our fully licensed bar.

Below is the standard package we offer. However, for further information, or if there are any changes you wish to make, please do not hesitate to contact our Events Coordinator, Gemma, on 01702 545554, she will be more than happy to advise.

A Selection of Quiches

Sandwiches with Assorted Fillings

Chicken Goujons

Hot Sausage Rolls

Mini Vegetable Spring Rolls

Vol au Vents with Assorted Fillings

Assorted Crisps

Selection of Cakes

Unlimited Tea & Coffee

### **Optional Extras**

House wine or soft drinks on arrival - please ask for current price  
A glass of Prosecco served to toast your departed loved one - please ask for current price

**£19.50 Per Person**

*If booking for under 35 people a £100 room-hire charge will be applied*

GENERAL ENQUIRIES: 01702 545554

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)

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## EXAMPLE ROOM LAYOUTS



The Maplin Suite set-up for a Wake Reception



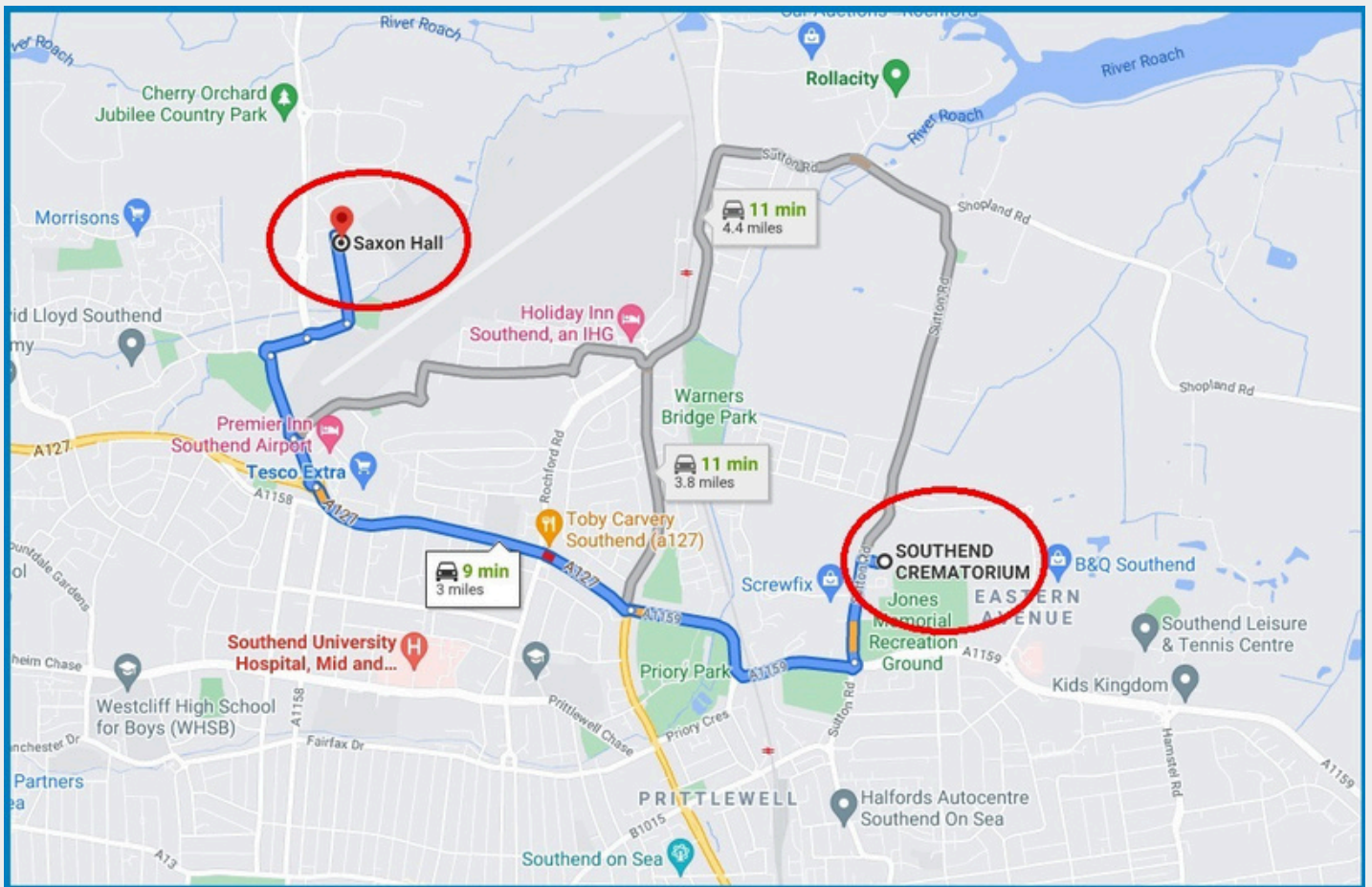
Olympic Suite set-up for a Wake Reception



## HOW TO FIND US?

Saxon Hall is just a 10-15 minute drive from Sutton Road Crematorium in Southend, via the A127. We are also in close proximity to Southend Airport railway station, which is on the Shenfield to Southend line.

Once you arrive at Saxon Hall you will find ample free parking, including disabled bays.



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## WAKE RECEPTION BOOKING FORM

Contact Name & Address	
Contact Email	
Contact Telephone	
Name of Deceased Loved One	
Date of Booking	
Approximate Number of People	
Location of Funeral Service	
Time of Service	
Approximate Arrival at Venue	
Buffet Serving Time	
Additional Requirements (if any)	
<b>BALANCE DUE IN FULL THREE DAYS PRIOR TO BOOKING (ALONG WITH CONFIRMATION OF FINAL NUMBERS)</b>	
<b>Print Name</b>	
<b>Signature</b>	<b>Date</b>

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