



Saxon Hall

FUNERAL RECEPTIONS



SAXON HALL 2026/2027

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



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 100 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 gatherings from 10 up to 200. The premium package also includes unlimited teas and coffees, or mourners have access to our fully licensed bar.

Below are the two packages 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.

<u>Package One</u>	<u>Package Two</u>
Sandwiches with Assorted Fillings Chicken Goujons Potato Wedges Hot Sausage Rolls Vegetarian Pizza Slices	Sandwiches with Assorted Fillings King Prawns in Filo Pastry Chicken Goujons Hot Sausage Rolls Mini Vegetable Spring Rolls Vegetarian Pizza Slices Tortilla Chips with Salsa Selection of Cakes Unlimited Tea & Coffee
£12.95 Per Person <i>Add unlimited tea & coffee: £1.75 P/P</i> <i>Add assorted cake platter: £1.50 P/P</i>	£21.00 Per Person
<i>* As a guide, catering arrangements are usually based on the number of guests expected to return after the service *</i>	
If booking for under 35 people a £100 room-hire charge will be applied	If booking for under 35 people a £100 room-hire charge will be applied

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**

GENERAL ENQUIRIES: 01702 545554
EVENTS COORDINATOR: GEMMA LIPSCOMBE - GEMMA@SAXONHALL.CO.UK
ACCOUNTS: INNA JAWAIZEH - INNA@SAXONHALL.CO.UK

EXAMPLE ROOM LAYOUTS



The Maplin Suite set-up for a Wake Reception

Olympic Suite set-up for a Wake Reception

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WAKE RECEPTION BOOKING FORM

Contact Name & Address	
Contact Email	
Contact Telephone	
Name of Deceased Loved One	
Date of Booking	
Package Required (One or Two) <i>If required, please list any additional elements below</i>	
Approximate Number of People	
Location of Funeral Service	
Time of Service	
Approximate Arrival at Venue	
Buffet Serving Time	
Additional Requirements (if any)	
BALANCE DUE IN FULL THREE DAYS PRIOR TO BOOKING (ALONG WITH CONFIRMATION OF FINAL NUMBERS)	
Print Name	
Signature	Date

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