

## FAQs

At Saxon Hall, we strive to create a website that meets and anticipates our customers' needs. To help achieve this goal, we have compiled a list of frequently asked questions. If you have a question that is not answered here, please let us know, [contact us](#).

- [Do you have accommodation?](#)
- [How do I confirm my booking?](#)
- [When do I have to pay for my function?](#)
- [Can I bring my own food and drink?](#)
- [Do you have a resident DJ or can I provide my own?](#)
- [Can you recommend any wedding services to help us with our plans?](#)
- [Do I have to book the Registrar for my wedding?](#)

### **Do You Have Accommodation?**

We do not have accommodation on site, however there are hotels nearby, for example there is a [Holiday Inn](#) and a [Premier Inn](#) within close proximity.

### **How Do I Confirm My Booking?**

Bookings are only confirmed with written confirmation (will be either by post or email) and the receipt of a deposit (deposits are non-refundable and deducted from the final invoice).

### **When Do I Have To Pay For My Function?**

All functions have to be paid in full 2 weeks before the function date. Conferences are slightly different in that credit terms will need to be agreed.

### **Can I Bring My Own Food And Drink?**

Saxon Hall provides all catering and beverages. Therefore no food and drink can be brought in for a function or conference.

A celebration cake may be brought in (please note Saxon Hall do not provide cake stands or cake knives).

### **Do You Have A Resident DJ Or Can I Provide My Own?**

We don't have a resident DJ but we have used, and recommend, Eternity Events. However you can bring your own DJ as long as they carry full public liability

insurance and P.A.T. tested equipment (certificate to be inspected prior to function). Eternity Events can be contacted on 01268 784020/07900 627243 or online @ [www.eternityeventsessex.co.uk](http://www.eternityeventsessex.co.uk).

If live music is more your style Marshall King has performed at our venue many times, and is always very popular. He can be reached on [www.kingentertainment.co.uk/](http://www.kingentertainment.co.uk/).

### **Can You Recommend Any Wedding Services To Help Us With Our Plans?**

Since our inception we have hosted many functions, from weddings, charity galas, dinner dances & many more. If you need particular advice please feel free to contact our Events Coordinator, Gemma, she will be more than happy to advise.

### **Do I have to book the Registrar for my Wedding?**

Yes you do as you will also need to give notice of your wedding. You need to contact Castle Point & Rochford Registration Office on 01268 882200. Please ensure you have the following information to hand when you call:

- Your name & contact details
- Venue
- Date of wedding
- Time of wedding

If we have not covered your questions above please contact us for further help, we can be reached on **01702 545554**. Alternatively you can email us, we will get back to you as soon as possible.