

# CONFERENCE, TRAINING & EVENTS



## SAXON HALL 2019/2020

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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### 'EXPECT THE BEST'

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	£1.90	Per person
Tea, coffee & biscuits	£2.30	Per person
Tea, coffee & Danish pastries	£4.70	Per person
Bacon Roll	£5.10	Per person
Healthy Breakfast: Granola, Muesli, Cereal, Fresh Fruit & Yoghurt, served with Granary/White Bread and your choice of Jam or Honey	£6.75	Per person
Jugs of Fruit Juice	£7.20	Per jug
Full English breakfast with Orange Juice & Tea & Coffee	£10.70	Per person
Flip Charts, Paper & Pens	£11.85	Per day
LCD Screen & Projector Hire	£29.80	Per day
Hire of PA System	£31.20	Per day
Delegate Day Package [Includes: Arrival tea/coffee & biscuits, mid-morning tea/coffee & biscuits, 7 item finger buffet menu, afternoon tea/coffee & pastries]	£20.20	Per person

**Dinner menus available on request**

TEL: 01702 545554

WEB: [www.saxonhall.co.uk](http://www.saxonhall.co.uk)

EVENTS COORDINATOR – GEMMA ROXBURGH: [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

## **BUFFET MENUS**

Assorted Sandwiches - **£4.70 per person**

Sandwiches, Chef's Soup of the Day & Fruit Platter - **£8.30 per person**

Mini Dessert Platter - **£3.00 per person**

### **Finger Buffet**

**7 items £13.00 per person | 9 items £16.30 per person**

Plaice Goujons with Tartare Sauce  
Tomato, Fresh Basil & Mozzarella Pizza  
Baked Mini Potato Jackets  
Mini Yorkshire Puddings stuffed with Roast Beef  
Cajun Spiced Chicken Bites  
Coconut Breaded Chicken Fingers  
Honey, Mustard & Sesame Cocktail Sausages  
Bridge Rolls with Assorted Fillings  
Mini Vegetable Samosas  
Mini Vegetable Spring Rolls  
Traditional Baked Lamb Kofta  
Vegetarian Mini Salad Wraps with Sour Cream  
Moroccan Spiced Lamb Kebab  
Crispy Duck Spring Rolls  
Crudities and Dips  
Crisps & Nuts  
King Prawns wrapped in Filo Pastry  
Mini Bagels with Smoked Salmon  
Tuna and Sweetcorn Mini Wraps

### **Hot Fork Buffet**

**Please select three items £13.00 per person | When ordering for 10 or less guests only ONE choice plus vegetarian option available**

Thai Green Chicken Curry with Coconut Milk & Lemon Grass  
Traditional Deep Dish Lasagne with Garlic Bread  
Traditional Oven Baked Coq au Vin  
Hungarian Beef Goulash  
Vegetarian Ravioli  
Poached Salmon Steak with a Pesto & Sun Blushed Tomato Dressing  
Butternut Squash Risotto with Spring onion & Rosemary

**Served with a selection of Chefs seasonal side dishes**

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**WEDDINGS | BANQUETING | CONFERENCES**

## Conference Booking Details

Company Name:

Organiser's name:

Contact on Day:

Address:

Telephone:

Email:

Date of Event:

Arrival Time:

Start Time:

Break-times:

Finish Time:

Approx. Numbers:

N.B. Final numbers required 1 week before event

I Wish to Book [please select]:

Jubilee <input type="checkbox"/>	Shorefield <input type="checkbox"/>	Shorefield & Clifftown <input type="checkbox"/>	Maplin <input type="checkbox"/>	Victoria <input type="checkbox"/>
Olympic <input type="checkbox"/>	Clifftown <input type="checkbox"/>			

Delegate Choices [Please select]:

- Tea & coffee
- Tea, coffee & biscuits
- Tea, coffee & Danish pastries
- Jugs of fruit juice
- LCD projector & screen hire
- PA System
- Flip Chart, paper & pens
- Healthy Breakfast
- Full English breakfast
- Delegate Day Package
- [Arrival tea/coffee & biscuits, mid-morning tea/coffee & biscuits, 7 item finger buffet menu, afternoon tea/coffee & pastries]

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**Additional Information/Requirements**

Vegetarians/Vegans Attending [number]:

Table /room Plan:

Other:

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**Declaration**

I hereby agree that I have read and understood the Terms & Conditions and shall abide by them during the event held on ..... [date] at **SAXON HALL**. I will take responsibility for any damage that may be caused by people attending the said event.

**Signed**..... **Date**.....

**Name [Block Capitals]**.....

**Events will only be confirmed with this page of the booking form completed**

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