

Our two newly decorated air-conditioned conference rooms have everything you need to make your next event a great success. Well-equipped and ideally located, the rooms are suitable for a variety of events including; meetings, training sessions, workshops, conferences and exhibitions. **All equipment is included in the hiring fee - no hidden extras.** We also offer a delicious range of buffets, drinks and snacks freshly prepared at SAVS Community Café.

The SAVS Team are dedicated to making every aspect of your event a great success. If you require any further information about the services we offer or if you would like to visit our rooms please do not hesitate to contact us.

Telephone Amber: 01702 356000  
 Email: [asmee@savs-southend.co.uk](mailto:asmee@savs-southend.co.uk)

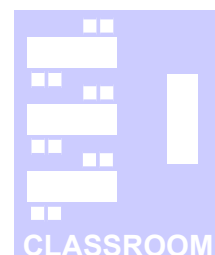
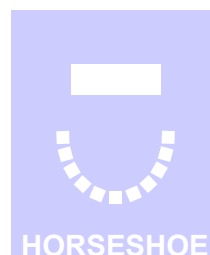
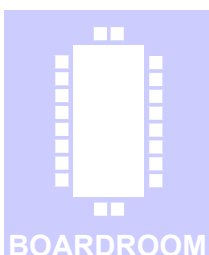
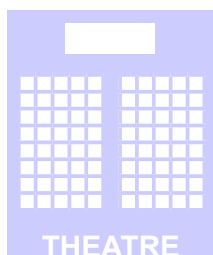


### Our Rooms

Capacity	Large Room - Maximum 80 Small Room - Maximum 20 <small>May be hired together</small>
Equipment	<ul style="list-style-type: none"> <li>• Air-conditioning</li> <li>• Flip charts</li> <li>• Laptops (mobile classroom)</li> <li>• Broadband internet</li> <li>• Interactive smartboard</li> <li>• Digital projectors</li> <li>• Public address system</li> <li>• Wireless microphone</li> <li>• Overhead projector</li> <li>• Hearing loop</li> <li>• Full catering service</li> <li>• Digital Camera</li> </ul>
Disabled Facilities	Full disabled access and toilet facilities.
Catering	Full range of buffets & refreshments are provided by SAVS Community Café.
Location	Central Southend-on-Sea, adequate public car parking close-by. Mainline public transport within easy walking distance.

### Contact Us

29-31 Alexandra Street  
 Southend-on-Sea  
 Essex  
 SS1 1BW  
 01702 356000  
[asmee@savs-southend.co.uk](mailto:asmee@savs-southend.co.uk)  
[www.savs-southend.org/conference](http://www.savs-southend.org/conference)



Southend Association of Voluntary Services, (SAVS) use three pricing bands:

- SAVS Members working in the Voluntary & Community Sector (VCS)
- Non-members working in the Voluntary & Community Sector (VCS)
- Statutory and Independent organisations

Monday-Friday - Morning/Afternoon

Room	Duration	Members VCS £	Non-Members VCS £	Statutory/Independent £
Large	Half Day	40	55	75
	Full Day	70	90	125
Small	Half Day	15	30	45
	Full Day	25	45	75
Large & Small	Half Day	55	80	115
	Full Day	95	135	195

Monday-Friday - Evening

Room	Duration	Members £	Non-Members VCS £	Statutory/Independent £
Large	-	70	80	95
Small	-	55	65	85
Large & Small	-	85	100	140

Weekends - Morning/Afternoon

Room	Duration	Members £	Non-Members VCS £	Statutory/Independent £
Large	Half Day	80	95	120
	Full Day	135	160	205
Small	Half Day	65	75	100
	Full Day	110	130	170
Large & Small	Half Day	100	125	165
	Full Day	170	215	280

Audio-visual/presentation equipment is included in the hiring fee\*

Our 'mobile classroom' is available for a charge of £7.50 per laptop (minimum of 6) in addition to the hiring fee. A deposit of £100 is required when booking SAVS classroom laptops.

\*Use of equipment is subject to availability and to our room hire terms and conditions.

## Hot and Cold Beverages/Snacks

Tea and Coffee - **65p**

Biscuit (3 pack) - **42p**

Bottles of Water - **75p**

Jug of Juice 1 litre - **£1.40**

Jug of Juice 2 litre - **£2.80**

Breakfast Pastries Selection - **80p**

Selection of Small Cakes (2 per person) - **85p**

### **Priced per person**

## Ploughman's Lunch

The Ploughman's Lunch includes freshly cut french bagette, sliced ham, selection of cheeses, red and green salads and pickle followed by a platter of selected seasonal fruits.

### **£5.50 per person**

## Finger Buffet

A selection of delicious freshly prepared sandwiches; cheese, ham, chicken, tuna, egg all with salad, sausage rolls, cocktail sausages, quiche, onion bhaji and vegetable samosa with melon & grapes.

### **£5.50 per person**

## SAVS Special Buffet

### **Thick Cut Sandwiches**

Freshly made generously filled meat, seafood & vegetarian sandwiches on a selection of speciality thick cut bread.

### **Chicken Platter**

BBQ chicken wings, curried chicken pieces breaded chicken goujons.

### **Seafood Platter**

A selection of Chinese spring rolls, Thai Samosas & Shao Mai and filo wrapped king prawns.

### **Vegetarian Platter**

Stuffed jalepeno peppers, mini samosas & spring rolls, cranberry & brie wontons.

### **Selection of Freshly Cut Crudites**

A healthy selection with a sweet chilli dip & blue cheese dip.

Hand cut crisps

Luxury sweet canapes

Fresh fruit platter

### **£10 per person**



**All prepared by SAVS own Community Café**