



INTRODUCTION

Pontlands Park is a privately owned three star hotel that provides a unique combination of homely comfort and exceptional service. Built in 1879 Pontlands Park features Victorian period architecture cleverly combined with more contemporary design.

The original house has been sympathetically extended and today has 35 luxurious bedrooms. All of the rooms are en-suite and complete with all of the facilities you would expect from a three star hotel, plus a little more, all designed to make your stay comfortable and enjoyable.

Pontlands Park is set in the Essex countryside to the east of the City of Chelmsford and conveniently located only a 15 minute drive from the M25, 30 minutes from Stansted and Southend Airports and only 25 minutes by train to Westfield at Stratford and 35 minutes from London Liverpool Street.

LOUNGE AND RESTAURANT

The Lounge and Restaurant at Pontlands Park offer something for everyone, whether you are staying at the hotel, just want to drop in for a coffee or enjoy lunch, afternoon tea or dinner.

Decorated in a relaxed contemporary style that fits well within the traditional building; comfortable chairs, plenty of natural daylight, free WiFi and our friendly staff make it the perfect place for a get together with friends and family or to escape the office and get some work done while enjoying a coffee.

The menus offer a selection of freshly prepared, seasonal dishes and where possible local ingredients are used, the little ones haven't been forgotten with a kid's menu offering more than the usual nuggets and chips and on a Sunday we offer a fabulous, family friendly carvery lunch. As well as a great menu we also offer a carefully chosen wine list, which includes 14 varieties available by the glass.

Our very popular afternoon tea is available 7 days a week, all the cakes and sweet treats are made in house and the scones are served with the world-famous Tiptree jam.

The flexibility of the space available means whether you are looking for dinner for two, a relaxing meal with the family or to celebrate a special occasion, we can help. Reservations are recommended, especially at weekends, although not essential.

If you are looking to enjoy a celebration in private it is possible to book one of our dining rooms for 16 - 32 guests, we can offer a fixed price menu or create something to suit you and your guests.

CONFERENCES AND EVENTS

Our collection of six function rooms offer the perfect solution for your business meeting, from a syndicate or breakout room in the Victoria and Albert rooms to the self-contained Conservatory suite for up to 100 guests theatre style. The dedicated Lilli and Churchill rooms, purpose built with conferences in mind, both enjoy a peaceful location overlooking our tranquil gardens allowing you to concentrate on the business in hand.

Please refer to the Conference Information sheet or enquire with our management team for further details.

EXCLUSIVE USE

If you wish to have Pontlands Park exclusively for your special day, please speak to the Management for details.

REFLECTIONS LEISURE CENTRE

Set within the grounds of the hotel, our neighbours at Reflections Leisure Centre have made their superb facilities available to hotel residents at no extra cost: - indoor and outdoor pools and Jacuzzis, sauna, steam room and fitness room are complemented by a comfortable relaxation area and landscaped patio. All of these are available during the normal opening hours and residents are asked to note the rules of the centre, please visit www.reflectionsspa.co.uk for full details of opening times and restrictions.

***Children under the age of sixteen have restricted entry times, please see Reflections own tariff.
For full information on opening hours etc. please contact Reflections directly on 01245 476333***

In order to maintain its high standards Reflections Leisure Centre does close twice per year for 5 days maintenance, in both Spring and Autumn. Spring closure 2018 will be during April, Autumn closure will take place in late October/early November, both on dates yet to be confirmed.

WEDDINGS & FUNCTIONS

The Function Rooms at Pontlands Park offer our guests a choice in the size and layout for their wedding or function. To enable you to appreciate all that we have to offer, please arrange an appointment to visit us, at which time we will be delighted to discuss the arrangements that you have in mind and show you our facilities.

The Marquee is available during the summer months and can seat a maximum of 200 guests for a formal dinner or wedding breakfast, the minimum number of adult guests is 85 on a Saturday and 70 on any other day of the week. The Conservatory Suite can seat a maximum of 90 guests and the minimum number of adult guests is 60 on a Saturday and Sunday, 50 on a Friday and 30 any other day of the week.

Our 'Dream Weddings' packages are the simplest way to book your big day; they are priced per person and include a reception drink, 3 course wedding breakfast, wine with the meal and for the toast, an evening buffet, room hire, Service Charge and VAT. For further details of these packages please refer to our separate 'Dream Weddings' brochure.

The total number of guests within the Conservatory Suite cannot exceed 120 at any one time; the number within the Marquee is limited to 250.

FUNCTION BEDROOM RATE

If on the night of your function, you or your guests wish to stay overnight, a very special Function Rate is available, at £120 for an Executive Room, £140 for a Deluxe Room, £160 for a Superior Room, £180 for a Four Poster or Feature Room and £200 for one of our Suites.

These rates include breakfast in our restaurant, are based on double occupancy and are valid for bookings completed during 2018.

Full payment is required at the time of booking and the reservation is non-refundable and non-transferable.

All reservations and changes to allocation of rooms must be confirmed in writing.

Please note that our earliest check-in time is 3pm, although a restricted number of rooms may be available from midday for an additional charge of £25 per room, check out time is 11am.

CIVIL CEREMONIES

It is possible to hold Civil Ceremonies at Pontlands Park on any day of the week. These may take the form of Civil Marriages, Naming Ceremonies, Renewal of Vows Ceremonies, Commitment Ceremonies and Civil Partnership Ceremonies. For details of the availability, capacity and seating arrangements please speak to one of our Management Team.

Restrictions:

You are advised that only the Superintendent Registrar can permit a civil, non-religious Ceremony. Any music, reading, words or performance that forms any part of the Ceremony must be secular. The content of the Ceremony must be agreed, in advance, with the Superintendent Registrar who will be attending the Ceremony. The Superintendent Registrar is unable to attend any rehearsal of the Marriage Ceremony in advance; likewise the Hotel premises are also unavailable for a rehearsal.

You must book the Registrar yourself direct at the Superintendent Registrar Office - Telephone 0345 603 7632

What time to invite your guests:

The Ceremony room will not be available until 15 minutes prior to the Ceremony. Please be aware that the Bar will be closed prior to and during the Ceremony, and that no refreshments will be served until after the Ceremony has finished.

Procedure for the Couple:

If you wish to see each other before the Ceremony, please also arrive 15 minutes prior, allowing time for you to meet with the Registrar and have a small interview with them in a Private Room. If you would prefer not to see each other, the Groom should arrive 20 minutes prior to the Ceremony and the Bride should arrive just 10 minutes prior.

Prices

Should you choose to utilise one of our licensed rooms when holding your Reception with us, the additional fee payable is £400 for the Lilli Suite or £1100 for the Conservatory. (Exempt of VAT).

PHILANTHROPIC WORKS AND EVENTS

Although our main charitable work is channelled through the Bartella Charitable Fund which is managed by Essex Community Foundation and supports young people in need locally, we also endeavour to assist other worthy causes. To this end we do offer a selection of subsidised menus that we are glad to offer other philanthropic organisations to assist in their fund raising efforts.



PRIVATE DINING ROOMS

Our Function Rooms can be used for private dining with a wide choice of menus available, please speak to the Management to establish which room and menu will work best for your event.

FUNCTION SUITES

For larger parties and functions requiring music and dancing it is necessary to occupy one of our self-contained Function Suites. These Suites, which are subject to availability, are priced according to the day of use at;

VENUE	CAPACITY	MINIMUM NUMBERS	ROOM HIRE
Conservatory Suite <i>Fully air conditioned</i>			
Monday - Thursday	Available for between 30 - 90	30 Adult guests seated	£250.00
Friday	Available for between 50 - 90	50 Adult guests seated	£550.00
Saturday & Sunday	Available for between 60 - 90	60 Adult guests seated	£750.00

If final numbers fall below these brackets the full charge for the minimum number will be made

Marquee			
Sunday* - Thursday	Available for between 70 - 200	70 Adult guests seated	£550.00
Friday	Available for between 70 - 200	70 Adult guests seated	£800.00
Saturday	Available for between 85 - 200	85 Adult guests seated	£1050.00

If final numbers fall below these brackets the full charge for the minimum number will be made

The Marquee is available during the summer months and can seat a maximum of 200 guests for a formal dinner or wedding, please ask for details of exact dates. The Marquee can be hired outside these dates (price on application).

Wedding Ceremony Hire

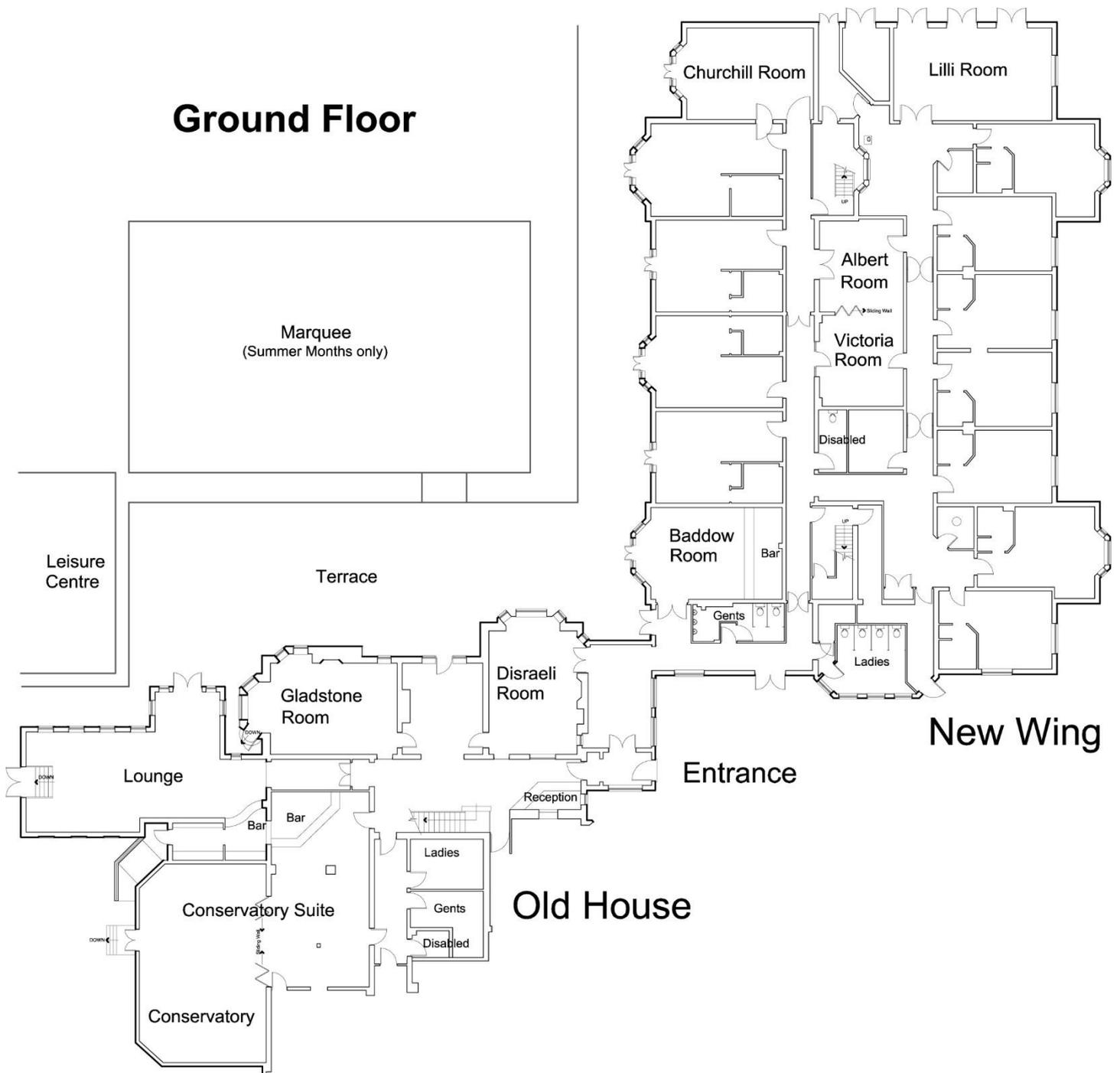
Lilli Room	Available for up to 80 guests standing or 40 seated	£400.00	VAT Exempt
Conservatory (If using Marquee for reception)	Available for up to 150 guests standing or 100 seated	£1100.00	VAT Exempt

Afternoon Functions that vacate the premises **before 5.00pm** or Evening events that arrive **after 7.00pm** do not pay Room Hire, subject to the following minimum adult numbers at our Published tariffs

CONSERVATORY SUITE - Monday to Thursday - **40** Friday to Sunday - **70**
MARQUEE - Monday to Thursday - **70** Friday to Sunday - **100**

*This does not apply to Sundays in a Bank Holiday weekend, these Sundays will be charged at the Friday price

Please note, if final numbers fall below the above number the full charge for the minimum number will be made. alternatively, a Room Hire charge will be imposed
To be read in conjunction with our Terms & Conditions
Prices valid until 31st December 2018 but subject to change without notice





PRIVATE DINING ROOMS

Our Function Rooms can be used for private dining with a wide choice of menus available, please speak to the Management to establish which room and menu will work best for your event.

FUNCTION SUITES

For larger parties and functions requiring music and dancing it is necessary to occupy one of our self-contained Function Suites. These Suites, which are subject to availability, are priced according to the day of use at;

VENUE	CAPACITY	MINIMUM NUMBERS	ROOM HIRE
Conservatory Suite <i>Fully air conditioned</i>			
Monday - Thursday	Available for between 30 - 90	30 Adult guests seated	£250.00
Friday	Available for between 50 - 90	50 Adult guests seated	£550.00
Saturday & Sunday	Available for between 60 - 90	60 Adult guests seated	£750.00

If final numbers fall below these brackets the full charge for the minimum number will be made

Marquee			
Sunday* - Thursday	Available for between 70 - 200	70 Adult guests seated	£550.00
Friday	Available for between 70 - 200	70 Adult guests seated	£800.00
Saturday	Available for between 85 - 200	85 Adult guests seated	£1050.00

If final numbers fall below these brackets the full charge for the minimum number will be made

The Marquee is available during the summer months and can seat a maximum of 200 guests for a formal dinner or wedding, please ask for details of exact dates. The Marquee can be hired outside these dates (price on application).

Wedding Ceremony Hire

Lilli Room	Available for up to 80 guests standing or 40 seated	£400.00	VAT Exempt
Conservatory (If using Marquee for reception)	Available for up to 150 guests standing or 100 seated	£1100.00	VAT Exempt

Afternoon Functions that vacate the premises **before 5.00pm** or Evening events that arrive **after 7.00pm** do not pay Room Hire, subject to the following minimum adult numbers at our Published tariffs

CONSERVATORY SUITE - Monday to Thursday - **40** Friday to Sunday - **70**
MARQUEE - Monday to Thursday - **70** Friday to Sunday - **100**

*This does not apply to Sundays in a Bank Holiday weekend, these Sundays will be charged at the Friday price

Please note, if final numbers fall below the above number the full charge for the minimum number will be made. alternatively, a Room Hire charge will be imposed
To be read in conjunction with our Terms & Conditions
Prices valid until 31st December 2018 but subject to change without notice



The following menus are suggestions, which we believe offer a balanced range to suit all tastes. We would be delighted to discuss your exact requirements with you and 'mix and match' to produce a personalised selection, along with satisfying any special dietary needs.

Menu A

Traditional prawn cocktail

French trimmed corn fed breast of chicken with Vermouth, pancetta and tarragon jus

Double chocolate brownie with vanilla pod ice cream

Coffee & mints

Menu C

Chicken terrine

with orchard chutney and toasted ciabatta

Herb crusted fillet of salmon with shallot, caper and butter sauce

Lemon cheesecake with fruit compote and peanut brittle

Coffee & mints

Menu B

Sliced seasonal melon with fresh fruits

Rolled local turkey filled with herb stuffing wrapped in bacon

Warm cherry Bakewell with clotted cream

Coffee & mints

Menu D

Thai spiced crab cakes

with a fennel salad and chilli sauce

Slow braised rolled belly of pork with sun-blushed tomato and spinach stuffing

Vanilla & raspberry creme brûlée with shortbread fingers

Coffee & mints

For parties of 33 – 70 in the Conservatory Suite it is possible to offer a choice of 2 dishes per course to your guests provided the menu selections are submitted to us, in writing, 10 days prior to the event and you provide each guest with a place card indicating their menu choices.

Please see overleaf for vegetarian options.

For parties in excess of 70 guests a single menu must be chosen for the whole party.

Menu E - Dressed Buffet

Choose any Starter from Menus A – D

Roast turkey

Honey roasted ham

Hot braised beef in red wine

Minted new potatoes, Mixed salad, Greek salad and Coleslaw

Choose any Dessert from Menus A – D above

Coffee & mints

Menu F - Fork Buffet

Courgette, asparagus, tomato and pecorino gratin

Creamy fish, dill and lemon pie

Choose from: Moroccan lamb tagine

Creamy chicken and chorizo hot pot

Slow braised beef and stout stew, herb dumplings and

root vegetables

Mini roasted new potatoes, Homemade breads,

Red cabbage and raisin slaw, Mixed green salad

Tomato, mozzarella, avocado and basil salad

Selection of finger desserts

Coffee & mints

Please note: the minimum number for Menu E is 50 guests, Menu F is 30 Guests

Menus A – F are priced at £38.50 per person