



## 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](http://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
<b>Conservatory Suite</b> <i>Fully air conditioned</i>			
Monday - Thursday	Available for between 30 - 90	30 Adult guests seated	<b>£250.00</b>
Friday	Available for between 50 - 90	50 Adult guests seated	<b>£550.00</b>
Saturday & Sunday	Available for between 60 - 90	60 Adult guests seated	<b>£750.00</b>

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

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

**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**

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

The **premium menus** below are priced separately from our standard menus at the prices shown below.  
If individual dishes are mixed and matched with our standard menus starters will incur a  
£2.00 supplement per person and main courses an additional £4.00 per person.

### **Menu G**

Smoked salmon and prawn salad  
with horseradish crème fraiche and caviar  
\*\*\*\*

Garlic and herb crusted rump of local lamb  
roasted over rosemary  
\*\*\*\*

Fruit tart filled with clotted cream and fresh berries  
with a lemon anglais  
\*\*\*\*

Coffee & mints

### **Menu H**

Smoked duck and saffron pear with baby leaf  
salad and lemon dressing  
\*\*\*\*

Roast sirloin of beef  
with Yorkshire pudding  
\*\*\*\*

Assiette of desserts – passion fruit torte, dark  
chocolate and rum torte, Belgian chocolate ice  
cream in a brandy snap basket  
\*\*\*\*

Coffee & mints

**Menus G and H are both priced at £44.50 per person**

### **ADDITIONAL COURSE OPTIONS**

Must all be ordered for the complete party

#### **Canapés - £5.00 per person**

Chef's selection of hot and cold canapés  
(4 canapés per person)

#### **Soup course - £5.00 per person**

Please enquire about varieties available

#### **Sorbet course - £5.00 per person**

Please enquire about varieties available

#### **Cheese board - £5.00 per person**

Selection of British cheeses  
with celery, grapes and biscuits  
Served as one board per table

Unlimited **Still & Sparkling Bottled Water** can be added throughout the meal at **£1.25 per person**.

### **VEGETARIAN OPTIONS**

Aubergine and vegetable ratatouille on a potato rosti  
with creamed spinach sauce  
Vegetable and goat's cheese wellington with a  
wholegrain mustard jus

*In addition to your menu selection please select one of  
the above dishes as a main course for all of your  
vegetarian guests*

### **CHILDREN'S MENU**

*We offer a 40% discount off  
the full price of your chosen Menu  
for children aged between 2 and 10*

We are happy to offer dishes to satisfy other specific dietary requirements,  
please speak to a member of our team who will be happy to assist.

To be read in conjunction with our Terms & Conditions.

All of our prices include VAT at the current rate unless stated otherwise.

Prices valid until 31<sup>st</sup> December 2018, but subject to change without notice.