



## 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 kids 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 many 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. Please check for exact dates as they are 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 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 2019. Full payment is required at the time of booking and the reservation is non-refundable and non-transferable. Due to their restricted availability these rates are only available online, via an access code – please ask for details when booking your event.

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.

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.



### CONFERENCE ROOM SPECIFICATIONS

	Conservatory	Lilli	Churchill	Victoria or Albert	Baddow Bar
<b>Minimum numbers</b> For Delegate Packages	Minimum 26	Minimum 12	Minimum 10	Minimum 6	Minimum 8
<b>Daily Charge</b> (9.00am – 5.00pm)	<b>£450.00</b>	<b>£350.00</b>	<b>£300.00</b>	<b>£150.00</b>	<b>£200.00</b>
<b>Half Day Charge</b> (8.00am – 12.00pm or 1.00pm – 5.00pm)	<b>£375.00</b>	<b>£250.00</b>	<b>£200.00</b>	<b>£100.00</b>	<b>£150.00</b>
<b>Evening Charge</b> (from – 6.00pm)	<b>£350.00</b>	<b>£200.00</b>	<b>£150.00</b>	<b>£100.00</b>	<b>£125.00</b>
Air conditioned	Yes	No	No	No	No
Length	11.70m	9.35m	7.3m	5.20-5.30m	7.20m
Width	7.30m	5.35m	5.35m	4.90m	5.40m
<b>Room Capacity</b>					
Theatre	100	50	40	25	25
Boardroom	35	22	20	10	16
'U' Shape	40	26	22	12	18
Formal Dinner	80	N/A	N/A	N/A	16
Classroom	50	30	24	15	24
Cabaret	42	24	18	20	12
Finger Buffets	120	N/A	N/A	N/A	45

**Room capacities are listed without equipment – additional AV items will impact these figures**

Victoria & Albert can be joined together to create one large room at a daily charge of £300  
We reserve the right, at certain times, to decline to offer availability to events where no meal is pre-booked

### DELEGATE RATES

#### Delegate rates may include the following

Coffee & biscuits OR  
Coffee & bacon roll or mini pastries on arrival\*  
Mid-morning coffee & biscuits  
Choice of lunch  
Afternoon Tea & biscuits  
Afternoon Tea & homemade cake\*  
Conference room hire (VAT Exempt)  
Flipchart, pad & pens  
Still and sparkling water  
VAT (where applicable)

#### Day Delegate rates

**£35.00 per person** – Including Menu 1  
**£38.00 per person** – Including Menu 2  
**£41.00 per person** – Including Menu 3  
\* These items are NOT included in Standard Delegate rates

#### Premium Day Delegate rates

**£41.00 per person** – Including Menu 1  
**£44.00 per person** – Including Menu 2  
**£47.00 per person** – Including Menu 3  
\* These items are ONLY included in Premium Delegate rates

#### Overnight Delegate add-on package

Includes 3 course dinner with coffee  
(from an abridged menu)  
Single occupancy executive bedroom  
Full English Breakfast

**£143.50 per person**

Additional servings of tea and coffee are charged at £3.00 per person.

For conferences that require overnight accommodation and do not use the 24hr Delegate Rate we are happy to offer a Bed & Breakfast rate of £105.00 for single occupancy of an Executive room.

To be read in conjunction with our Terms & Conditions.

All of our prices include VAT at the current rate, except for Conference Room Hire charges which are exempt from VAT  
Prices valid until 31<sup>st</sup> December 2019, but subject to change without notice.

## CONFERENCE MENUS

Please note that the pricing of these menus is only applicable in conjunction with conference business.

### **Menu 1 Working Sandwich Lunch**

Sandwich Platter  
(2 Rounds per person)

Crisps, Nuts and Snacks

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Bowl of Fruit

**£13.95**

### **Menu 2 Finger Buffet Lunch**

#### Sample Menu

Sandwich Platter

Sweet Potato Wedges with Sour Cream

Greek Meatballs with Tzatziki

Mini Prawn Cocktail

Olive & Mozzarella Bruschetta

Breaded Chicken Goujons

Mixed Savoury Puff Pastries

**£16.95**

### **Menu 3 Hot & Cold Buffet Lunch**

Freshly prepared to include;  
Hot Meat or Fish and Vegetarian  
Dishes

Complimented by Seasonal Salads  
and Side Dishes

Bread Rolls

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Chef's Dessert

**£19.95**

For conferences of more than one day the menu content will change daily to provide variety & interest  
Lunch is served with complimentary sparkling and still water

## ADDITIONAL CATERING OPTIONS – PER PERSON

Bacon Roll served on Arrival	<b>£4.50</b>	Fruit Bowl in the Conference Room	<b>£3.50</b>
Sausage Roll served on Arrival	<b>£4.50</b>	Homemade Cake served with Afternoon Tea	<b>£3.50</b>
Mini Pastries served on Arrival	<b>£3.50</b>	Chef's Dessert added to Lunch Menu	<b>£3.50</b>

Additional servings of Tea and Coffee are charged at **£3.00** per person

All Conference menus and extras on this page are quoted fully inclusive of VAT

## EQUIPMENT HIRE

All Conference Rooms are equipped with WiFi internet access **at no additional charge** and are laid to your pre-advised requirements and include bottled still and sparkling water, cordials, mints, paper and pencils.

Projector Screen	<b>£10.00 per day</b>	LCD High-res Projector & Screen	<b>£50.00 per day</b>
Flip Chart & Pad	<b>£10.00 per day</b>	<i>(In house equipment only, if we have to hire in from external suppliers the full cost will be charged)</i>	
Photocopies & Printing	<b>£0.25 per page</b>		

All prices quoted are for in-house equipment only, if we have to hire in from external suppliers the full cost will be charged.  
We will be happy to provide a quote on request for any other A/V equipment.

Telephone usage will be charged at 4 times the standard BT tariff.

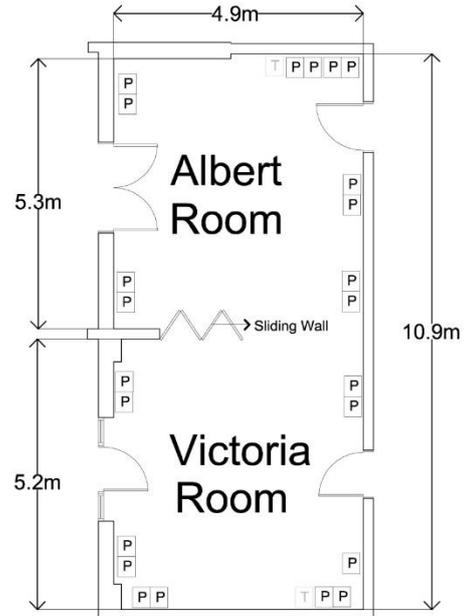
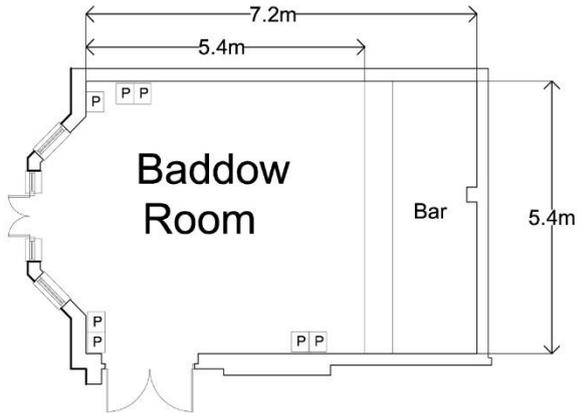
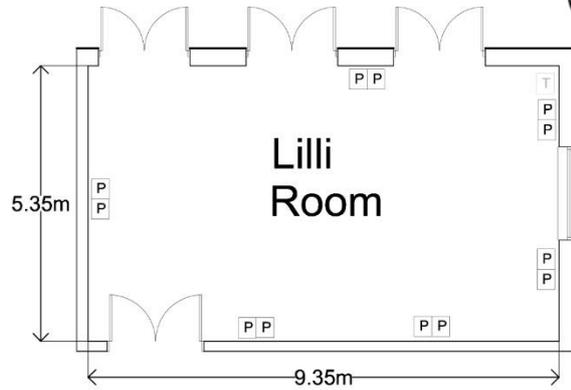
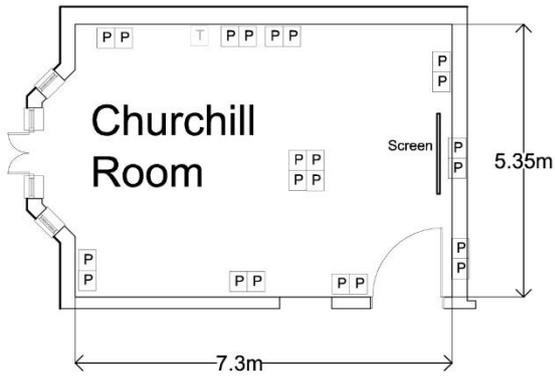
All prices are subject to availability; should we need to hire items in an additional charge may be made.  
We do not allow media of any type to be introduced to our computer systems and therefore cannot print from Disc / USB

Delegate rates apply for whole parties only, with a minimum of **6** delegates in a room appropriate for numbers booked:  
if a larger room is requested then both the delegate rate and the Room Hire Charges overleaf will apply.  
The management reserves the right to allocate rooms according to circumstance and number of delegates.

When a conference room has been laid in accordance with the requirements confirmed prior to the event, and we are requested on the day to relay it in a different style, we reserve the right to levy an additional charge.

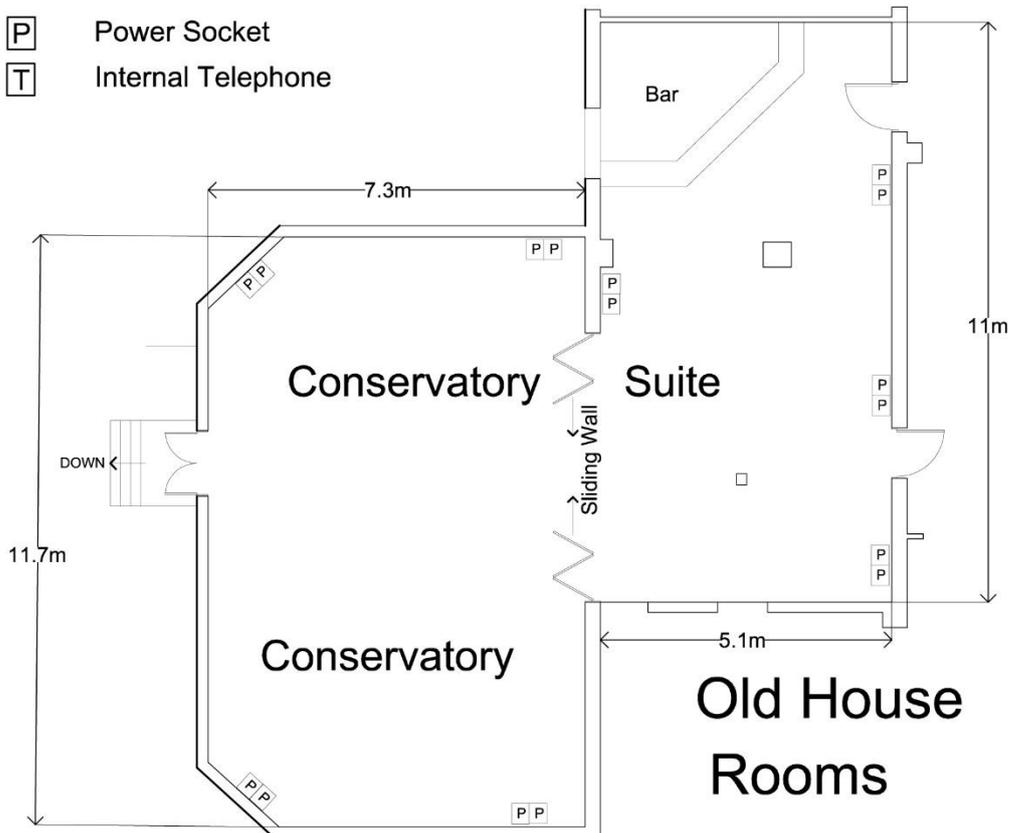
Final number of delegates must be given **5** days prior to the conference:  
should numbers reduce this is the number that will be charged for

We do request that all bills are settled at the time of departure unless an account is held with the Heritage Leisure Group.



**New Wing Rooms**

- P Power Socket
- T Internal Telephone





Room Ceiling Height	Minimum Height		Maximum Height	
Conservatory	2.36m	93"	3.41m	134"
Conservatory Suite Bar Area	2.12m	83"	2.44m	96"
Baddow Room	2.85m	112"	2.85m	112"
Victoria Room	2.60m	102"	2.66m	104"
Albert Room	2.60m	102"	2.66m	104"
Churchill room	2.66m	104"	2.85m	112"
Lilli Room	2.85m	112"	2.85m	112"

Minimum Dimensions exclude ceiling projections for Lights and Emergency Fittings



**Please be advised that all business with Tormage Limited trading as Pontlands Park Hotel is carried out on the basis of our Terms & Conditions, which are listed below;**

#### AGENTS

Should a client enter a contract with Pontlands Park through an agent, the agent acts for the client and it is the client's responsibility for the payment of the Pontlands Park account.

#### ALLERGENS AND INTOLERANCES

Some of our menu items and beverages contain allergens. Before ordering please speak to our staff if you or any member of your party have a food allergy or intolerance.

#### BEDROOMS

Bedroom check out time is 11.00am. To allow staff time to service the rooms **the earliest check in time is 3.00pm**. We cannot guarantee access prior to this time. Executive Double or Twin Rooms, Deluxe or Superior Rooms may be reserved by room type **only**; we are unable to guarantee specific bedroom numbers. In view of this we are able to offer on these room types only, a limited number of rooms for **early check in** from **midday**. This is at an additional cost per room, which is subject to both availability and confirmation in writing prior to arrival. Please see Hotel Tariff for further details.

#### BEDROOM CANCELLATIONS

Room cancellations must be notified to us by 3pm on the day prior to arrival or sooner. If we are unable to re-let the accommodation, or in the event of a non-arrival, you will be invoiced in full at the confirmed Room Rate net of VAT. All Advance Purchase Rates and deposits are non-refundable and non-transferable.

#### CONFERENCE CANCELLATIONS

Cancellation 22 days or more prior to the function:	No Charge
Cancellation 15 - 21 days or less prior to the function:	25% of potential total bill
Cancellation 8 - 14 days or less prior to the function:	50% of potential total bill
Cancellation 7 days or less prior to the function:	75% of potential total bill

Charges will be based on provisional numbers booked. Should the date be resold at full, published tariffs a full refund will be given.

#### CONFERENCE POSTPONEMENT

Any postponement is entirely at the discretion of the Directors and the cancellation charges above would still apply. This cancellation charge MAY be allowed against a similar event providing that it takes place within 12 calendar months of the original date.

**Cancellation charges are due for payment 10 days following the date of cancellation, cancellation charges are net of VAT. Cancellations are only accepted once confirmed in writing by the signatory on the booking details.**

#### COMPUTER MEDIA & PRINTING

We do not allow any type of media to be introduced to our computer systems and cannot, therefore, print from CD / USB or any other storage device.

#### CONTRACT

When a booking is confirmed in writing, or with a credit card number, a contract is deemed to exist. This contract is governed by English law. The management reserve the right to cancel any event due to unforeseen circumstances beyond our control, or for any matter deemed necessary by the management and accept no resultant responsibility, financial or otherwise. However, in an unlikely event every effort will be made to accommodate the event in another part of the venue or at an alternative venue within the Heritage Leisure Group. No deviation to our published Terms & Conditions can be accepted unless confirmed in writing by the Directors of the Heritage Leisure Group.

#### CUSTOMERS' WELL-BEING

Where possible we have fulfilled the requirements of the Disability Discrimination Act, however it is the responsibility of the function organiser to provide the Management, prior to the function, with details of any disabled guests that will be attending the function. This will assist us in ensuring that all Health & Safety requirements are met and appropriate facilities are provided. The function organiser is expected to co-operate with the Management during any time of emergency or evacuation.

#### DAMAGE

The client is totally responsible for the conduct of all persons attending the function and any wilful loss or damage arising. In the event that damage does arise, a charge will be made to the function organiser to cover repair and/or replacement costs. The client will be advised of any such charge or estimate upon departure or within 48 hours of departure, with settlement of the same being required immediately.

## DELEGATE RATES

Conference Delegate Rates are available for whole parties only, with a minimum of 6 Delegates in a room appropriate for numbers booked. If a larger room is requested then both the Delegate Rate and the published Room Hire charge will apply. The management reserves the right to allocate rooms according to circumstance and the number of Delegates.

## EQUIPMENT & PROPERTY

Client's own equipment and property is brought into Pontlands Park at their own risk. Pontlands Park accepts no liability for loss or damage.

## EQUIPMENT HIRE

A list of equipment available for hire and the appropriate charges can be found within our Conference Information leaflet. These are all subject to availability; should we need to hire items, an additional charge will be made.

## FINISHING TIMES

The bar closing time is 11pm Sunday to Thursday and 11.30pm Friday and Saturday. The Residents' Lounge will be open to residents only for drinks once all non-residents have vacated the building and grounds of Pontlands Park. This Bar will remain open until 1.30am; we do however request that all public areas are vacated by 2.00am.

## MENUS

Please select one conference menu for your party.

Please advise us in advance of any special dietary requirements your guests may have – on the day we will endeavour to fulfil any requests but cannot be held responsible for delays or our inability to meet these needs.

## NUMBERS

We request a firm indication of numbers **fifteen** days prior to a function and final numbers **five** days prior. This final figure will be the amount charged should numbers reduce.

## PAYMENT

Unless an authorised credit account is in place the balances of all bills must be settled at the time of departure. A Pro Forma invoice can be sent out, if requested, after a firm indication of numbers has been given. This is due for payment prior to the conference, or meeting, taking place. This payment must be made by **cash, cheque, credit / debit card or bank transfer**. If payment is to be made by bank transfer or cheque we must be in receipt of the **cleared transfer 10 days prior**. Any late payments on authorised credit accounts will incur interest at 3%, which will accrue on a daily basis. Please note that we do not acknowledge post-dated cheques.

## PRICES

Prices listed within our brochures are valid only until the 31st December of that year but are subject to alteration without prior notice; we reserve the right to increase prices in the event of circumstances beyond our control.

## PROMOTIONAL PRICES

Where special promotions are offered, these are applicable to new bookings only and may not be used in conjunction with any other offer or discount.

## ROOM HIRE

The room hire charges payable are detailed in our Conference Information leaflet.

## ROOM LAYOUT

Where a function room has been laid in accordance with the requirements confirmed prior to the event and we are subsequently requested to relay it in a different style on the day we reserve the right to levy an additional charge.

## TELEPHONE

Telephone usage is charged at 4 times the standard BT rate.

## VAT

All prices are inclusive of VAT at the current rate unless specifically stated otherwise. Cancellation charges are outside the scope of VAT

## WIFI & INTERNET ACCESS

Pontlands Park provides complimentary WiFi as a free benefit to guests. The company accepts no liability if for any reason this service should cease to be available.

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