



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 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.



DAILY RATES

Prices quoted are per room for single or double occupancy and include complimentary English breakfast served in the restaurant.

	<u>STANDARD</u>	<u>ADVANCE PURCHASE</u>
	<u>RATE</u>	<u>RATE</u>
	Including Breakfast	Including Breakfast
Executive Double or Twin	£180.00	£153.00
Deluxe Double	£200.00	£170.00
Superior Double	£220.00	£187.00
Four Poster & Feature Suite	£240.00	£204.00
	£260.00	£221.00

BREAKFAST TIMES

Monday - Friday	7.00 am – 9.30 am	Continental or full English breakfast
Saturday & Sunday	8.00 am – 9.45 am	

Continental breakfast room service - is available at an additional Charge of £12.00
English breakfast room service - is not available

FLEXIBLE RATES

In order to provide our guests with the best available deal our flexible rates fluctuate to reflect the market. For details of what we are offering please check our website for Best Available rates and special offers.

FUNCTION RATES

We offer a special rate for guests holding and attending functions at Pontlands Park, please ask for details. Please note that this rate is only available online through our website with an access code.

Executive, 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 of **£25.00** per room, and is subject to both availability and to confirmation in writing prior to arrival.

Some of our rooms can take additional guests up to a total of 4 people per room, using either an extra bed, double (4'6") sofa-bed or a cot. These are charged at an extra cost of **£20.00** per person / child per night, including breakfast.

There is no charge for extra beds in Suites.

Check-out time is 11.00am. To allow our staff time to service the rooms the **EARLIEST check in time is 3.00pm**

We **CANNOT** guarantee access prior to this time unless an **early check-in** is booked, confirmed and paid for. See above.

Advance Purchase rates are strictly non-transferable and non-refundable.

Please note that Standard rates are not available at all times and may be withdrawn to suit the needs of the business.

Cancellations of reservations made on our Standard Rate must be notified to us by **3.00pm** on the day **PRIOR** to arrival.

If we are unable to re-let the accommodation, or in the case of a non-arrival,

you will be invoiced in full at the confirmed room rate, net of VAT

Please note that ALL of our bedrooms are non-smoking. WiFi is available free of charge throughout the hotel.

Standard Rate prices valid until 31st December 2019 but subject to change at any time.

Advance Purchase Rate prices valid on all bookings completed before 31st December 2020.

ALL RATES ARE SUBJECT TO AVAILABILITY OR CHANGE AT ANY TIME

To be read in conjunction with our Terms & Conditions. All of our prices include VAT at the current rate unless stated otherwise.

THE HOTEL

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.

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The Restaurant and Lounge have a comfortable and friendly atmosphere and is the perfect place for a get together for coffee or drinks, enjoy a light lunch, afternoon tea or dinner. The menus offer a wide choice of freshly prepared dishes using local and seasonal ingredients, both welcome non-residents and booking is advisable.

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.reflectionsleisurecentre.co.uk for full details of opening times and restrictions.

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ADDITIONAL FACILITIES

Within the grounds are two independently operated businesses, please contact them direct for any enquiries;

Acacia Beauty Rooms - 01245 478620

Little Faces Childcare - 01245 473696