



INTRODUCTION

Pontlands Park is a family run three-star hotel that provides a unique combination of homely comfort and exceptional service. Built in 1879 Pontlands features Victorian period architecture in which guests can enjoy an ambience of relaxed splendour.

The house has been sympathetically extended and today has 35 luxurious bedrooms, a fine Restaurant, comprehensive conference facilities and is the perfect venue for weddings and parties, whatever the occasion. Set in the Essex countryside to the east of Chelmsford, Pontlands Park is conveniently located only 15 minutes drive from the M25 and 30 minutes from Stansted Airport.

A variety of Function Rooms, including a Marquee during the summer months, offer something for everyone, whether you're planning an intimate gathering or a larger more formal event.

Details of guest numbers and room sizes together with charges for all of the Function Rooms can be found further within this brochure.

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 maximum capacity for a Formal Function or Wedding Breakfast is 90 guests seated in the Conservatory Suite and 200 guests seated in the Marquee. The minimum numbers for the Conservatory are 65 adult guests on both Saturdays & Sundays. In the Marquee, if your function is on a Saturday, the minimum number of adult guests is 100, but only 70 adult guests if your function is on any other day of the week

For a Wedding or any other Function requiring music and dancing either the Conservatory Suite or the Marquee will be suitable - please refer to the table of charges on the back of this leaflet for the hire charges payable.

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, £90 for an Executive Room, £100 for a Deluxe Room, £120 for a Four Poster or Feature Room and £140 for one of our Traditional Suites. These rates include breakfast in our restaurant and are based on double occupancy.

Full payment is required at the time of booking and the reservation is non refundable and non transferable. If you would prefer not to pay in full when booking please refer to our Hotel Tariff for details of our standard Function Rate and its conditions. 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.

EXCLUSIVE USE

If you wish to have Pontlands Park exclusively for your special day the following requirements and prices would apply. Summer Season (this is defined by the Marquee being in place). Wedding Reception in the Marquee, with the minimum numbers stated for the date chosen, following all our Terms & Conditions, and all 35 bedrooms at the appropriate rate. On top of this there would be a charge of £2000 to ensure we do not sell any of our other Function Rooms or Restaurant to other customers. Winter Season (this is defined as when the Marquee is not in place, but excludes the month of December). Wedding Reception in the Conservatory, with the minimum numbers stated for the date chosen, following all our Terms & Conditions, and all 35 bedrooms at the appropriate rate. On top of this there would be a charge of £1000 to ensure we do not sell any of our other Function Rooms or Restaurant to other customers. This exclusivity does not include Reflections, although you will be able to share the facilities with its Members.

FUNCTION MENUS

The following menus are only suggestions. We would be delighted to discuss these with you along with any special dietary needs. Charges for food will be based on the final numbers given five days prior to the event. Any changes to menus must be submitted in writing for re-pricing. (If customer's table menus are printed incorrectly, the Management reserves the right to withdraw them)

It is a requirement for functions that we serve a 3-course meal plus coffee

MENU 1

Sliced Seasonal Melon filled with Fresh Fruits

Free Range Pork Loin Chop with Pineapple
infused with Honey & Lime and a Sage Jus

Two Seasonal Vegetables & Potatoes

Cambridge Burnt Cream & Shortbread Fingers

Coffee & Mints

£30.00

MENU 2

Free Range Pork Terrine with
Homemade Piccalilli & Melba Toast

Pan Fried Breast of Corn Fed Chicken

Forester Mushroom Creamed Sauce

Two Seasonal Vegetables & Potatoes

White Chocolate Mousse topped with Fresh Berries

Coffee & Mints

£31.00

MENU 3

Avocado, Vine Tomato & Buffalo Mozzarella Salad

Traditional Roast Turkey served with all the Trimmings

Two Seasonal Vegetables & Potatoes

New York Cheesecake

Coffee & Mints

£32.00

MENU 4

Ballantine of Chicken, Bacon, Apricot & Pistachio Nut

Herb Crusted Fillet of Salmon with

Mussel & Leek Creamed Velouté

Two Seasonal Vegetables & Potatoes

Belgian Chocolate Truffle Torte
with Strawberry Coulis

Coffee & Mints

£33.00

MENU 5

Char-Grilled Chicken Caesar Salad with Crispy Bacon

Roasted Leg of Lamb with Apricot Stuffing
& Redcurrant Jus

Two Seasonal Vegetables & Potatoes

Summer Fruit Pudding with Chantilly Cream

Coffee & Mints

£34.00

MENU 6

Smoked Scottish Salmon
on Toasted Brioche with Beetroot Salad
Sour Cream & Chives

Pan Seared Duck Breast with
Grand Marnier & Caramelised Orange Sauce
Two Seasonal Vegetables & Potatoes

Eton Mess

Coffee & Mints

£35.00

Prices are inclusive of VAT at the current rate.

A 10% Service Charge will be added to the total bill for food and drink.

MENU 7

Salad of Tiger Prawns with
Lobster Emulsion & Comfit Cherry Tomatoes

Beef Wellington with a
Port Wine Reduction
Two Seasonal Vegetables & Potatoes

Assiette of Miniature Desserts,
Fruit Tart, Chocolate & Rum Torte,
Pistachio Choux Bun

Coffee & Mints

£39.50

INFORMAL AFTERNOON FUNCTIONS

*Christenings and other private afternoon functions **only**
may be catered for with this Menu.*

FINGER BUFFET MENU

Black Cajun & Sesame Chicken,
Vegetable Samosas with Mango Chutney,
Mini Yorkshire Puddings with Cumberland Sausage &
Onion Gravy, a selection of Finger Sandwiches,
Italian Vegetable Pizza, Scampi with Tartare Sauce,
Smoked Salmon & Creamed Cheese Barquettes,
Parma Ham & Mozzarella Crostini,
Japanese Rice Crackers

Selection of Finger Desserts

£20.00

*Coffee may be added at an additional cost of **£2.00***

Please Note: The minimum number for the Informal Finger Buffet Menu is 30 guests and the Barbecue Menu is only available for Marquee functions.

VEGETARIAN OPTIONS

Half Seasonal Melon with Fresh Fruits
Trio of Tomatoes, Sun-Dried, Beef & Cherry, dressed with
Extra Virgin Olive Oil.
Pressed Vegetable Terrine & Salad
Avocado Tomato & Mozzarella Salad, dressed with Basil Oil.

Tower of Skillet Fried Vegetables layered with Mozzarella
Aubergine filled with Vegetable Ratatouille served
with Creamed Spinach
Spinach, Potato, Onion & Red Leicester Torte with a Tomato Sauce
Marinated Vegetables roasted & served in Pastry with Goats Cheese
& Balsamic Glaze

Wild Mushroom Stroganoff in a Pastry Case

**Please select one Starter and one Main Course as a
Vegetarian Menu for all your guests**

MENU 8

Decorated Buffet Menu

Traditional Prawn Cocktail

Hot & Cold Buffet:

Decorated Honey Roast Ham, Decorated Roast Turkey,
Hot Beef Braised in Red Wine with Shallots, Tarragon,
Hot Minted New Potatoes, Dressed Mixed Leaf Salad,
Greek Salad, Coleslaw Salad

Pecan Pie with Crème Anglaise

Coffee & Mints

£30.00

BARBECUE MENU

*The following menu is available as a main course as part of a
3 course meal or as an alternative to the Evening Buffet Menu*

Main Dishes

Homemade Beef Burger & Bun with Relish
Pork & Leek Sausages with Sweet Mustard
Blackened Cajun Chicken Drumsticks

Salads

Greek Salad, Coleslaw, New Potato & Chive,
Dressed Mixed Leaves

£16.50

Extra Selection

Price per person

Garlic Bread ~ £1.25, Darned of Salmon ~ £3.75
Pork Loin marinated in Soy, Honey & Herbs ~ £3.75
4oz Sirloin Steak ~ £4.75

CHILDRENS' MENU

Available for Children up to 10 years old.

Chicken Goujons, Beans & Chips *or* Mashed Potatoes
Fish Goujons, Beans & Chips *or* Mashed Potatoes
Spaghetti Bolognese
Pizza Margherita

£15.00 per Child

**Please select one of the above dishes for *all* the
Childrens' Main Meals. This menu includes Melon as
an Appetiser & Ice Cream as Dessert**

Prices are inclusive of VAT at the current rate.

A 10% Service Charge will be added to the total bill for food and drink.

We allow a 40% discount from the full adult meal price for children between 2 and 10 years of age

ADDITIONAL COURSE OPTIONS

CANAPÉS ~ £4.00 per person

Chef's Selection of Hot and Cold Canapés
(4 Canapés per person, for the complete party only)

SOUP COURSE ~ £4.00 per person

Please enquire for details of available flavours

PLATTER OF BRITISH CHEESES ~ £40.00

To accommodate up to 10 guests
Served with Celery, Grapes & Biscuits

SORBET COURSE ~ £4.00 per person

Please enquire for details of available flavours

EVENING BUFFET MENUS

These menus may only be used as an Evening Buffet following a Wedding Breakfast

Should the function continue into the evening, an additional Evening Buffet is to be served to a minimum of 80% of the guests attending. The Management will be pleased to discuss the Buffet Menu contents; prices, however, start at a minimum of **£11.00** per person, plus 10% Service Charge.

MENU A

Pretzels & Crisps,
Selection of Sandwiches,
Seasoned Potato Wedges with a Red Chilli Dip,
Curried Vegetable Samosas with Mango Chutney,
Italian Pepperoni & Roasted Vegetable Pizza,
Goujons of Chicken with Cranberry Relish,
Assorted Fresh Quiche,
Sausage Rolls

£11.00 per person

MENU B

Chinese Spring Rolls with Mango Chutney,
Selection of Sandwiches, Pretzels & Crisps,
Seasoned Potato Wedges with a Hoi Sin Dip,
Selection of Savoury Pastries with Sour Cream & Chives,
Assorted Fresh Quiche, Lemon & Thyme Drumsticks,
Bacon & Chipolata Rolls with Cranberry Relish,
Breaded Plaice Goujons with Tartare Sauce,
Italian Pepperoni & Roasted Vegetable Pizza

£13.00 per person

A selection of Finger Desserts can be added to the above Buffet Menus at a cost of **£3.00** per person,
as can Coffee & Tea at an extra cost of **£2.00** per person

DRINKS PACKAGE

To any of the enclosed menus we would be very happy to add a Drinks Package, which consists of;
1 Reception Drink, 1/3 of a bottle of Wine with the meal and a glass of Sparkling Wine or Champagne for the Toast

Canapés may be served with the Reception Drinks for £4.00 per person
(4 canapés per person, for the complete party only)

Drinks Package 1 @ £15.50

White Wine
and a Non-Alcoholic Summer Punch
House White & Red Wine
House Sparkling Wine

Supplement for a 2nd Reception Drink
£3.00

Drinks Package 2 @ £17.50

Bucks Fizz
and a Non-Alcoholic Summer Punch
Chilean Sauvignon Blanc & Merlot
House Premium Sparkling Wine

Supplement for a 2nd Reception Drink
£3.50

Drinks Package 3 @ £19.50

Pimms with Lemonade
and a Non-Alcoholic Summer Punch
Australian Chardonnay
& Shiraz
House Champagne

Supplement for a 2nd Reception Drink
£4.00

Child's Drinks Package @ £9.50 Includes soft drinks at Reception and during meal

Prices are inclusive of VAT at the current rate.

A 10% Service Charge will be added to the total bill for food and drink.

FUNCTION TIMES

It is our policy to give you and your party our undivided attention and exclusive use of our garden and shared public areas during your reception. Consequently we operate a first come first served basis and where more than one function is taking place we must have a **two hour** time gap between arrival times unless other arrangements are agreed between you and our Management.

LIQUOR LICENSING TIMES & INFORMATION

It is possible to extend our normal liquor licensing hours to suit your requirements. However, in view of the impact an extension has on our business, specific Terms and Conditions do apply.

- Times:** ~ Bar closing time is 11.00pm Sunday – Thursday and 11.30pm Friday & Saturday, with music finishing 30 minutes later and then guests vacating the premises a further 15 minutes later. These bar closing times may be extended in 30 minute increments up to 12.30am in the Marquee and 1.00am in the Conservatory Suite, the music finish and vacate times will then also be extended to reflect the same drinking up time as a standard bar close.
- Costs:** ~ For each 30 minute bar extension **£100.00** is payable to cover staff and additional costs.
- Conditions:** ~ Should they deem it necessary, the Management reserve the right to close the bar at any point during the extended period. No refunds will be made for unused time in this eventuality.
~ All extensions must be agreed and paid for in advance. It is **not** possible to add to these on an ad-hoc basis on the day of the event.
- Bedrooms:** ~ Due to the additional noise when a bar extension is in place, all the adjacent bedrooms potentially effected must be reserved by the client requesting the extension and their guests. Rooms not reserved will be charged in full as they unable to be sold to other guests. These rooms are as follows:
Conservatory Suite Functions – Rooms 23, 24, 25, 26, 27, 28, 60, 61 & 71
Marquee Functions – Rooms 25, 26, 27, 28, 47, 48, 49, 50, 52, 53, 54, 55, 56, 57, 60, 61, & 71

DOOR STAFF

If the Management deem that door staff are necessary for your party - the full cost of the door staff will be passed on to you.

FIREWORKS

It is possible to hold a Firework display in the gardens of the Hotel; the additional hire charge for this is **£110.00**. However, due to the Health & Safety and noise implications, clients wishing to have fireworks at their party or Wedding at our venues may only do so if the demonstration is booked with *Fully Fused Fireworks* (Tel. 0870 264 3010)

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 in our Rooms 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. Please note we only allow Civil Ceremonies to guests holding the Reception and Catering at the Venue.

You must book the Registrar yourself direct at the **Superintendent Registrar Office - Telephone 01245 430130**

What time to invite your guests:

The Ceremony room will not be available until 15 minutes prior to the Ceremony. For the comfort of your guests we advise that they do not arrive before this time. 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. Use of the Hotel premises or gardens for photographs can be arranged in advance with the Management.

Prices

Should you choose to utilise one of our licensed venues to marry in addition to holding your Reception with us, the additional fee payable is from **£350.00** (Exempt of VAT).

FUNCTION ROOM HIRE CHARGES

PRIVATE DINING ROOMS

For smaller parties our Function Rooms can be utilised for private dining from our published Party Menus. Please note that if guests request anything other than a full 3 course meal we reserve the right to increase any of the prices listed below.

For guidance, the Rooms which are subject to availability, are priced at;

VENUE	CAPACITY	MINIMUM NUMBERS	ROOM HIRE
Gladstone Room	Available for between 12 - 36	12 Adult guests seated	£150.00
Conservatory <i>(Excluding private use of the Bar)</i>	Available for between 30 - 50	30 Adult guests seated <i>(Monday to Friday Only)</i>	£200.00

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 40 - 90	40 Adult guests seated	£200.00
Friday	Available for between 50 - 90	50 Adult guests seated	£500.00
Saturday & Sunday	Available for between 65 - 90	65 Adult guests seated	£700.00

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

The Marquee

Monday – Thursday	Available for between 70 - 200	70 Adult guests seated	£500.00
Friday & Sunday	Available for between 70 - 200	70 Adult guests seated	£750.00
Saturday	Available for between 100 – 200	100 Adult guests seated	£1000.00

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

Every year our Marquee is in situ from May until September, 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 120 guests standing or 40 guests seated	£350.00 <i>VAT Exempt</i>
Conservatory <i>(if using Marquee for Reception)</i>	Available for up to 200 guests standing or 100 guests seated	£1000.00 <i>VAT Exempt</i>

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 - **55** ~ Friday - **65** ~ Saturday & Sunday – **80**
MARQUEE - Sunday to Friday - **95** ~ Saturday – **125**

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 2010 but subject to change without notice