

## INTRODUCTION

The **Ivy Hill Hotel** is part of the Heritage Leisure Group and owned by the Bartella family; set in the village of Margaretting midway between Chelmsford & Brentwood, the building, originally dating back to 1891 is set in 5 acres of beautifully landscaped gardens with ample free car parking on site.

The Hotel is a lovingly converted Victorian country house which has been sympathetically extended and now has 31 beautifully decorated en-suite bedrooms and a selection of flexible function rooms.

Incorporated within the Hotel, in a fabulous additional extension, is the independent **Bartellas** restaurant.

Our areas have been designed with maximum accessibility for all in mind; this is, therefore, the perfect place to hold your Wedding, Birthday Celebration, Christening, Renewal of Vows, Civil Ceremony, Business Conference or Lunch Party, to name but a few - whatever the occasion we can accommodate you.

## THE HOTEL

The hotel is ideally situated in the heart of Essex, midway between Brentwood and the City of Chelmsford. The proximity of the major trunk routes, the A12 and M25, as well as London's third airport Stansted and the newly expanded London Southend Airport, makes the **Ivy Hill Hotel** an excellent base for both local and national businesses.

All of the hotel bedrooms offer far more than you would expect from a 3 star hotel and have a contemporary and luxurious look.

For that special occasion there are two Feature rooms and a spectacular Bridal Suite to choose from, beautifully furnished and with their own character.

## THE LOUNGE AND BAR

Our striking open plan Lounge & Bar is open seven days a week from 11.00am – 10.30pm for Coffees and Sandwiches, with Snacks and Afternoon Teas available at certain times.

Outside is a paved and covered patio where you can relax with a drink, a coffee or even a light meal from the Lounge & Bar Menu.

## **Bartellas** RESTAURANT

Now nestling within our stunning extension, **Bartellas**, an independently operated restaurant, majors on good food, professionally served in smart, intimate surroundings.

The restaurant is suitable for all the family and any occasion, **Bartellas** has something to tempt everyone; a range of sophisticated starters, mains and desserts as well as a selection of traditional favourites and regularly changing specials.

The restaurant also offers a more traditional Sunday Lunch Menu and a great children's menu.

For parties of 15 – 32 it is possible to book an event in our private dining rooms.

For reservations please contact them directly on (01277) 355021 [reservations@bartellasrestaurant.co.uk](mailto:reservations@bartellasrestaurant.co.uk)

## **Ivy Hill Hotel**

## WEDDINGS & FUNCTIONS

Within the Hotel we have a selection of function rooms for you to host your party, wedding or other event with us; whether you are hosting a small family gathering or a much larger event. All of the function rooms have access to the gardens, grounds and our new paved reception area overlooking the pond, perfect for photographs.

The Margaretting Suite has just undergone a complete refurbishment internally to match the contemporary design of the rest of the hotel and including state of the art LED lighting and Bose sound system.

Our Management Team will be pleased to meet with you and show you around the beautiful and extensive facilities we have on offer and provide you with a quotation detailing your requirements. We are always happy to assist in providing the best configuration of, both rooms and menus for your event.

Please refer to our **Heavenly Weddings** and **Function Menus** leaflets for further details.

Should you and your guests wish to stay overnight with us following your event, we are pleased to offer a special bedroom rate; the rate is £110 for a Standard Room, £130 for an Executive Room, £150 for a Deluxe Room, £170 for a Feature Room and £190 for the Bridal Suite. These rates include breakfast and are based on double occupancy. Full payment is required at the time of booking and is non-refundable and non-transferable.

Some of our Executive rooms can take a single additional guest using an extra bed or cot. Our Deluxe bedrooms are equipped with a double (4'6") sofa-bed and utilising this can accommodate up to a maximum of 4 guests. These are charged at an extra cost of **£20.00** per person per night and include breakfast. Children under 10 stay free in these rooms up to a maximum of 1 in an Executive room and 2 in a Deluxe room.

## CIVIL CEREMONIES

It is possible to hold Civil Ceremonies at the **Ivy Hill Hotel** within any suite and on any day of the week. These may take the form of Civil Marriages, Renewal of vows, Naming, Commitment and Civil Partnership Ceremonies. For details of the availability, capacity and seating arrangements in our rooms please speak to one of our Management Team.

Please refer to our **Function Room Hire & Wedding Hire Charges** leaflet for further details.

## INFORMAL AFTERNOON FUNCTIONS

Christenings and other private afternoon functions can be catered for at the **Ivy Hill Hotel** with reasonably priced Finger & Fork Buffet Menus.

Please refer to our **Function Menus** and **Memorable Occasions** leaflets for further details.

## MEETINGS & CONFERENCES

For those important Board Meetings or Seminars our conference facilities provide the perfect 'away from the office' base that is conducive to achieving results. With flexibility of layouts and access to modern equipment, backed up by a service that is discretion personified, our main aim is to ensure the smooth running of all your business requirements.

Recent additions to the Margaretting Suite include a Bose sound system that can be coupled to our three 65" 4K UHD TV's for large scale presentations at the highest resolution without the need for blackout.

All of our function rooms and bedrooms have free, fibre fed, Wi-Fi access.

Please refer to our **Conference Information** leaflet for further details.

### **Ivy Hill Hotel**

WRITTLE ROAD, MARGARETTING, CHELMSFORD, ESSEX CM4 0EH  
Reservations & General Enquiries: (01277) 353040 Function & Conference Office: (01277) 355111 Fax: (01277) 355038  
[sales@ivyhillhotel.co.uk](mailto:sales@ivyhillhotel.co.uk) [www.heritageleisure.co.uk](http://www.heritageleisure.co.uk)

### STANDARD ROOM HIRE CHARGES

Charges for the rooms, which are subject to availability, are priced as a whole day venue for a wedding reception, for use for Wedding Ceremony or, for use as an add-on room to your main venue to allow greater comfort or flexibility.

Room	Room Capacity	All-day Wedding use	Wedding Ceremony *	Add-on Room
Ivy 1	40	N/A	£300.00	£300.00
Ivy 2	32	N/A	£300.00	£300.00
Ivy Suite (Ivy 1 & 2)	70	£600.00	£600.00	£600.00
Ingatestone Room <i>(when added to Ivy Suite)</i>	110	N/A	£400.00	£400.00
Margaretting Suite	160	£1200.00	N/A	N/A
Orangery <i>(when added to Margaretting Suite)</i>	160	N/A	N/A	£100.00
Ingatestone Room & Orangery <i>(when added to Margaretting Suite)</i>	180	N/A	£500.00	£500.00

**A microphone is available for hire in either Function Suite at a charge of £25.00**

**\* Wedding ceremony room hire charges are exempt of VAT**

**The minimum numbers for each of our rooms varies by the season and day of the week. Please refer to our Heavenly Weddings leaflet for specific numbers.**

### THE LOUNGE & BAR

Our open plan Lounge & Bar offers refreshments throughout the day but **at no point is it available for private hire**. When reserving the entire Ivy Suite we are happy to provide the Bar area as a private facility, at which point the doors separating the areas will be closed and the remaining Lounge section will be reserved for hotel resident use only. It is not possible to reserve the Bar when hiring a single Ivy Room as this is a shared facility.

### CIVIL CEREMONIES

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

We do not accept reservations in advance of 6 months for Wedding Ceremonies for couples who are not holding their full wedding reception with us. Within 6 months we are prepared to offer our rooms, subject to availability, on the condition that in addition to the room hire charges listed a minimum of reception drinks and canapés are served to all attending guests.

Full details of the legal restrictions of Civil Ceremonies are available from the Essex County Council when booking the registrar.

The registrar must be booked direct via the central team – telephone 0345 6037632

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## FUNCTION ROOM MINIMUMS & CAPACITIES

For lunchtime functions that vacate the premises **before 5.00pm** or evening events that arrive **after 7.00pm** we are happy to offer our Function Rooms without a room hire charge, subject to the following minimum numbers and a **full three course meal** being taken.

Events not meeting this criteria will be subject to the standard room hire charges as laid out overleaf

VENUE	MINIMUM NUMBERS	ROOM CAPACITY
Ivy 1	20	40
Ivy 2	15	32
Ivy Suite	40	70
Margaretting Suite	80	160
Margaretting Suite & Orangery	100	160
Margaretting Suite, Orangery & Ingatestone Room	120	180

*Please note, if final numbers fall below the minimum listed the full amount of the minimum number will be charged*

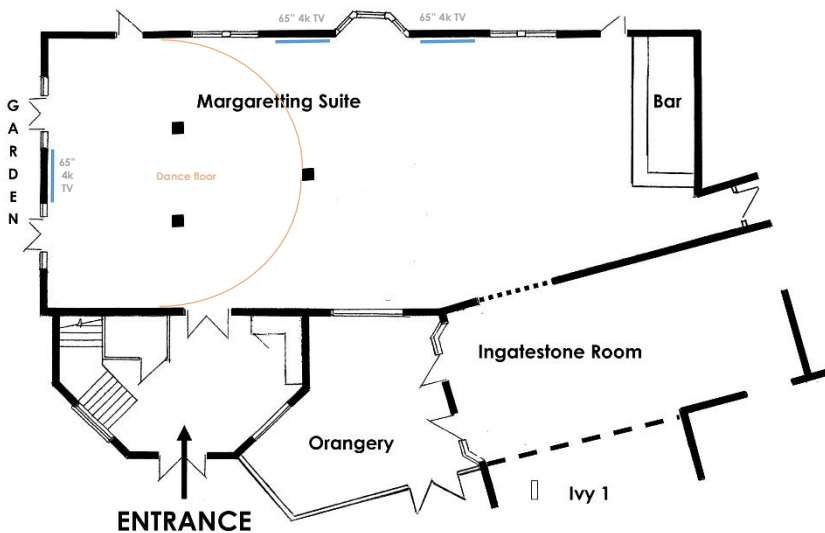
For functions in excess of 180 it is possible to join our function suites together to accommodate up to 220 guests. The minimum numbers required to additional sections together without a room hire charge is;

Margaretting Suite, Orangery, Ingatestone Room and Ivy 1	Minimum of 160 Guests
Margaretting Suite, Orangery, Ingatestone Room, Ivy 1 and Ivy 2	Minimum of 180 Guests

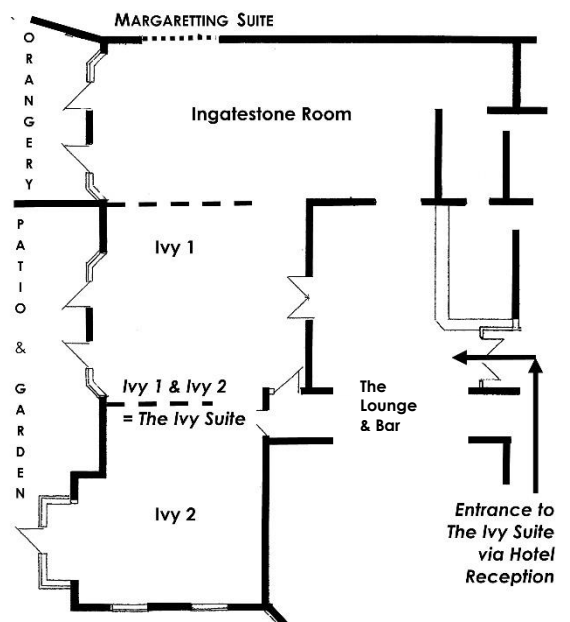
To be read in conjunction with our Terms & Conditions.

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.



### Room Floor Plans



### Ivy Hill Hotel

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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

Roasted red pepper, rocket  
& parmesan bruschetta

\*\*\*\*

Fillet of salmon, noilly prat & spinach sauce

\*\*\*\*

Vanilla panna cotta  
Strawberries, strawberry purée

\*\*\*\*

Coffee & mints

### Menu C

Marinated tomato & buffalo mozzarella salad  
basil & balsamic dressing

\*\*\*\*

Char-grilled supreme of chicken,  
Wild mushroom and tarragon cream

\*\*\*\*

Lemon cheesecake, lemon curd,  
raspberry compote

\*\*\*\*

Coffee & mints

### Menu B

Seasonal melon  
exotic fruit, mint salsa

\*\*\*\*

Roast loin of pork,  
apricot and thyme sauce, crackling

\*\*\*\*

Treacle tart, pistachio ice cream

\*\*\*\*

Coffee & mints

### Menu D

Parfait of duck livers,  
Kumquat marmalade, toasted brioche

\*\*\*\*

Roast leg of lamb or  
Roast local turkey, stuffing, chipolata bacon roll

\*\*\*\*

Mango mousse, shortbread biscuit  
& white peach coulis

\*\*\*\*

Coffee & mints

For parties of 33 – 70 in the Ivy 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.

**Please note: the minimum number for Dressed & Fork Buffet Menus is 33 Guests**

### Menu E - Dressed Buffet

Choose any Starter  
from Menus A – D above

\*\*\*\*

Poached salmon, Crown of turkey  
Honey roasted gammon  
Tomato, basil & olive salad, Minted new potatoes  
Mixed leaf salad, Red cabbage & carrot slaw  
Roast vegetable couscous

\*\*\*\*

Choose any Dessert  
from Menus A – D above

\*\*\*\*

Coffee & mints

### Menu F - Fork Buffet

Beef stroganoff  
Duck and hoi sin pancakes  
Vegetable kebabs in a pesto dressing  
Tempura prawns with a spicy dip  
Chicken in a red pepper and white wine sauce

\*\*\*\*

Tomato, basil & olive salad, Minted new potatoes  
Mixed leaf salad, Red cabbage & carrot slaw  
Roast vegetable couscous

\*\*\*\*

Selection of finger desserts

\*\*\*\*

Coffee & mints

### Menus A – F are all priced at;

Monday to Friday Lunch & Monday to Thursday Dinner @ **£28.00** per person,

Saturday Lunch, Friday & Saturday Dinner @ **£35.00** per person

Sunday Lunch @ **£33.00** per person

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

### **Menu G**

Smoked chicken, pancetta, pine nut salad  
caesar dressing  
\*\*\*\*

Herb crusted best end of lamb  
Rosemary & redcurrant jus  
\*\*\*\*

Vanilla poached pear, mulled berries & syrup  
\*\*\*\*

Coffee & mints

### **Menu H**

Prawn & white crab tian  
mango & curly endive salad  
\*\*\*\*

Tournedos of beef  
roasted shallot & Madeira jus  
\*\*\*\*

Dark chocolate torte  
\*\*\*\*

Coffee & mints

### **Menus G – H are both priced at;**

Monday to Friday Lunch & Monday to Thursday Dinner @ **£34.00**,

Saturday Lunch, Friday & Saturday Dinner @ **£41.00**

Sunday Lunch @ **£39.00**

### **ADDITIONAL COURSE OPTIONS**

#### **CANAPÉS - £5.00 per person**

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

#### **SOUP COURSE - £5.00 per person**

Roast tomato & basil, French onion, minestrone,  
leek & potato or cream of wild mushroom

#### **CHEESE COURSE - £7.00 per person**

Selection of British cheeses  
with celery, grapes and biscuits

#### **CHEESEBOARD - £3.50 per person**

Half portion of British cheeses per person  
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**

Butternut squash, sage and parmesan filo tart  
Baked stuffed mushroom with braised lentils  
Roasted shallot and blue brie tart  
Aubergine parmigiana

*In addition to your menu selection we are happy to offer vegetarian alternatives. Please select one of the above dishes as a vegetarian main course for all of your guests*

### **CHILDREN'S MENU**

**Available for children between 2 and 10 years' old**  
Please see our Private Dining Children's Menu  
**£15.75 per child**

*Alternatively, we offer a 40% discount off the full adult meal price of the chosen Menu for children aged between 2 & 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.

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