



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

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 www.ivyhillhotel.co.uk

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 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. The Ivy Suite will complete its refurbishment in early 2019.

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 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 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.

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.

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CONFERENCE ROOM SPECIFICATIONS

	<u>MARGARETTING SUITE</u>	<u>IVY SUITE</u> <i>(Ivy 1&2 joined)</i>	<u>HIGHWOOD ROOM</u>	<u>IVY1</u>	<u>IVY 2</u>
Minimum numbers For Delegate Packages	30	24	12	12	12
Daily Charge (9.00am – 5.00pm)	£500.00	£500.00	£250.00	£250.00	£250.00
Half Day Charge (8.00am – 12.00pm or 1.00pm – 5.00pm)	£350.00	£350.00	£175.00	£175.00	£175.00
Evening Charge (from – 6.00pm)	£300.00	£300.00	£150.00	£150.00	£150.00
Air conditioned	Yes	No	Yes	No	No
Floor	Ground	Ground	First	Ground	Ground
Length	22.8m	14.2m	8.9m	7.0m	7.2m
Width	9.8m	7.0m – 7.5m	5.8m	7.0m	7.5m
Room Capacity					
Theatre	180	70	50	40	40
Boardroom	N/A	30	24	20	20
'U' Shape	N/A	30	24	16	16
Formal Dinner	160	70	N/A	32	32
Classroom	70	40	24	20	20
Cabaret	80	40	24	20	20
Finger Buffets	250	70	N/A	30	30

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

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 OR
 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 standard bedroom
 Full English Breakfast

£125.00 per person

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

For conferences that require overnight accommodation and do not use the 24hr Delegate Rate we are happy to offer a Bed & Breakfast rate of £95.00 for single occupancy of a standard 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 31st December 2019, but subject to change without notice.

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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)
French Fries

Bowl of Fruit

£13.95

Menu 2 Finger Buffet Lunch

Sandwich Platter
Curly Fries
Tomato Feta & Rocket
Crostini
Tempura Chilli Prawns
Mini Chicken Kebabs
Sausage Rolls

£16.95

Menu 3 Hot & Cold Buffet Lunch

Freshly prepared to include;
Hot Meat or Fish and Vegetarian Dishes
Complimented by Seasonal Salads
& side dishes
Bread rolls

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	£4.50	Fruit Bowl in the Conference Room	£3.50
Sausage roll served on Arrival	£4.50	Home-made Cake served with Afternoon Tea	£3.50
Mini Pastries served on Arrival	£3.50	Chef's Dessert added to Lunch Menu 1 or 2	£3.50

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	£10.00 per day	LCD High-res Projector & Screen	£50.00 per day
Flip Chart & Pad	£10.00 per day	Radio Microphone	£25.00 per day
Photocopies & printing	£0.25 per page	Projection to 3 x 65" 4K UHD TV's (Via HDMI connection, including sound, through our Bose A/V system)	£100.00 per day Margaretting Suite only

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 **12** 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.

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.

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EQUIPMENT HIRE

All Conference Rooms are equipped with WiFi internet access **at no additional charge**
The name of the network is BW Ivy Hill and the password is Ivyhillhotel

Flip Chart & Pad	£10.00 per day	Projector Screen	£10.00 per day
Photocopies & printing	£0.25 per page	LCD High-res Projector & Screen	£50.00 per day
Projection to 3 x 65" 4K UHD TV's (Via HDMI connection, including sound, through our Bose A/V system)	£100.00 per day Margaretting Suite only	Radio Microphone	£25.00 per day
		Portable PA / Microphone	£25.00 per day

LCD Projectors connect to a PC via HDMI cables only, they do NOT have VGA or MacBook Connections.
Adaptors from MacBook Mini DisplayPort to HDMI may be available but we cannot guarantee they will work.

A £10.00 Charge is made for use of our cables / adaptors which is refunded on their safe return.

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.

CONFERENCE ROOM AV SPECIFICATIONS

Highwood Room

This room has a ceiling mounted pull down 6' screen at one end which can be used in conjunction with one of our LCD Projectors. The room has no built-in audio amplification.

Ivy 1 & 2 / Ivy Suite

These rooms, individually or combined, can accommodate portable projection screens (4' or 5') which can be used in conjunction with one of our LCD Projectors.

The rooms have no built-in audio amplification but when combined may utilise our portable PA / Microphone for connection to a wired, hand held microphone or connection to a PC or music source via a standard 3mm phono jack (cable provided).

Margaretting Suite

This room has recently been upgraded to provide a number of AV alternatives;

TV Projection; connection to our 65" UHD TVs is made into the wall sockets provided via an HDMI cable ONLY, this will also carry sound from your source PC and playback out of our Bose music system ceiling speakers.
NB It is not possible to connect from a VGA port on a PC to this system.

Adaptors from MacBook Mini DisplayPort to HDMI may be available but we cannot guarantee they will work.

LCD Projector; It is still possible to project from an LCD projector onto a portable screen within this room.

DVD Playback; this is possible over the 3 TVs however access to our AV rack is done by our staff only.

USB drive playback; this is possible, again access to our AV rack is done by our staff only.

Live Digital Terrestrial TV; is possible, again access to our AV rack is done by our staff only.

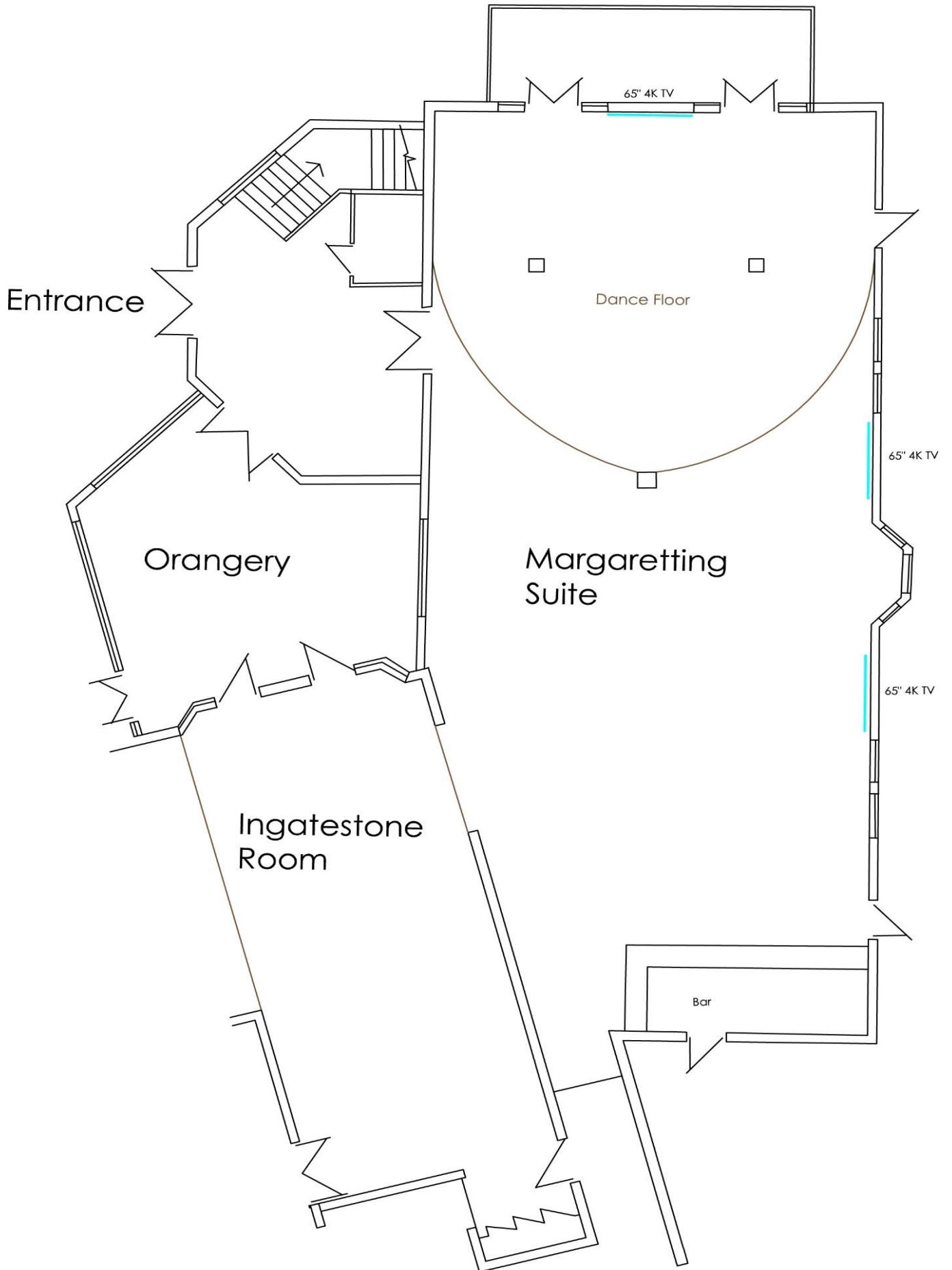
Microphones; Wired and Wireless microphones are available when pre-booked to play over our system.

iPod / MP3 music playback; connection is made into the wall socket via the provided 3mm phono cable.

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 31st December 2019, but subject to change without notice.

Ivy Hill Hotel





Please be advised that all business with Dunsvalley Associates trading as the Ivy Hill Hotel is carried out on the basis of our Terms & Conditions, which are listed below;

AGENTS

Should a client enter a contract with the **Ivy Hill Hotel** through an agent, the agent acts for the client and it is the client's responsibility for the payment of the **Ivy Hill Hotel** 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, Standard or Deluxe 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 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 and 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 12 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 the **Ivy Hill Hotel** at their own risk. The **Ivy Hill Hotel** 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 & RESIDENTS BAR

The bar closing time at the **Ivy Hill Hotel** is 11pm Sunday to Thursday and 11.30pm Friday and Saturday, with music finishing 30 minutes later and non-residents required to vacate the premises a further 15 minutes later. The Bar within **Bartellas** will be open to residents only for drinks once all non-residents have vacated the building and grounds of the **Ivy Hill Hotel**. This Bar will remain open until 1.30am; we do however request that all public areas are vacated by 2.00am.

LOUNGE & BAR

The Lounge & Bar are provided for Residents and guests. They do not form part of the Ivy Rooms or Suite for conference reservations and may not be used for break-out meetings or refreshments.

MENUS

Please select one conference menu for your entire 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 funds 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 net of VAT.

WIFI & INTERNET ACCESS

The **Ivy Hill Hotel** 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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