



## Events Brochure 2025

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### TERMS & CONDITIONS

By signing this document, you are agreeing to all of the Terms and Conditions of The Pear Tree Inn & Country Hotel, Smite, Worcester, WR3 8SY.

### BOOKING PROCEDURES

#### ROOM HIRE

When booking please confirm the following:  
Which function room you would like to book?  
Your access and event finish time.  
If you require function bar hire?  
Your estimated number of guests.  
Your required room layout.

One month prior to your function date we would require your final numbers, final room layout, timings for your function, bar opening time, along with names of any additional suppliers you have booked and their public liability insurance and pat testing certificate.

We will set up your tables and chairs as per your room plan, clothing your tables with white linen.

On your function day you will have access to your chosen function room from the access time you have booked it from. Brookes Catering will manage your day from the cutlery set up to the food & service with their own team of staff. The hotel provides the function room and bar staff.

Any changes requested on the day to your function room layout are subject to staff availability.

#### PAYMENTS/DEPOSITS

At time of booking: 50% non-refundable and non-transferable deposit of your room hire costs along with the signed terms and conditions. You will receive your food invoice separately from Brookes Catering.

One month prior to your event, the remaining balance.

BACS payment details: HSBC | The Pear Tree Inn & Country Hotel Ltd | 40-11-18 | 32793407  
Please use your function date as your reference when paying by BACS and confirm your payment via email.

Please note that the booking will be considered provisional until both the deposit payment and terms and conditions have been received.

In the event of failure to return a signed copy of the terms and conditions contract, payment of a deposit to confirm your booking will constitute acceptance of the Hotel's Terms and Conditions.

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A Venue for All Seasons...

The Pear Tree Inn & Country Hotel | Smite Lane | Worcester | WR3 8SY  
Tel: 01905 756565 | [info@thepeartree.co.uk](mailto:info@thepeartree.co.uk) | [www.thepeartree.co.uk](http://www.thepeartree.co.uk)

#### **CANCELLATION**

Where a cancellation of a function is made the following charges will apply:

Over 9 months before the function date loss of deposit

2-9 months before the function date loss of deposit plus 25% of the outstanding balance

Confirmation in writing will be required in order to cancel your function at which point an invoice will be issued for any outstanding balance.

The Hotel reserves the right to cancel any booking in the event of any eventuality which is beyond our control that will prevent the Hotel from fulfilling its obligations to the client or if payment deadlines are not met by the client.

#### **CONDUCT & DAMAGE**

The client is responsible for the orderly conduct of their guests and the Management will not, under any circumstances, tolerate any member of staff being sworn at or threatened. Any guest who does so will be asked to leave the premises immediately. Likewise, anybody who does so prior to the function may have their booking cancelled.

The use of illegal substances will be not tolerated on the premises and anybody found in possession will be asked to leave the Hotel immediately.

The Hotel provides smoking bins outside of the function suites and entrances.

Anybody found to be smoking or vaping inside the Hotel will be subject to an on the spot fine of £100.

If a client wishes to fix items to the walls, floors, ceilings or banisters consent must be granted by the Hotel in advance of your function. The client or their subcontractor will be accountable for any damage caused through negligence and an invoice presented where necessary.

The client shall be held responsible for any damage caused to the premises, linen, utensils or equipment, whether wilfully, neglectfully, by default or otherwise and will be liable for the cost of repairs and damages arising there from.

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### GENERAL

All prices quoted in this brochure are for 2025. Any functions booked beyond this are subject to the revised listing prices. Our prices are not commissionable.

Prices are inclusive of V.A.T at the current rate and are subject to review each calendar year.

The Hotel does not have a serviceable lift on the premises.

Last Orders at the bar will be called at 11.30pm with the function and entertainment to finish at midnight.

**The Hotel does not operate a Night Porter facility or provide a cash back service and we would request that you advise your Guests of this in advance.**

Should clients wish for any items to be received or held by the Hotel prior to or following any function advance notice will be required. The Hotel retains the right to deny receipt of such items. Any costs incurred for return will be borne by the sender. All items are left at the owner's risk and may be subject to search. Please note that should any item be locked or sealed; it is the responsibility of the owner of the item to facilitate access. The Hotel is not liable for any flood, fire or damage to items.

The Hotel will not take responsibility for any personal belongings left unattended including presents or cards left on the gift table.

The Hotel will not be held liable for the loss of any personal belongings and will not contact individuals in respect of lost property. Lost property will be held at the Hotel for 6 weeks before being discarded.

The Hotel prohibits the use of fireworks, party poppers, lanterns, smoke machines, tea lights and bubble machines.

The Hotel shall not be liable for any breach of this contract caused by any event or matter beyond its control including strikes, labour disputes, fire, riot, flood, energy failure, adverse weather conditions, war and including any other matter in the opinion of the Hotel proving impossible the performance of the contract but, not being limited to the matters listed here.

The Hotel reserves the right to change their Terms and Conditions without prior notice.

The Hotel reserves the right to amend pricing for situations beyond our control. In this event every effort will be made to give the client as much notice as possible.

Should you have any complaints or queries after your event these should be submitted in writing to the Manager within 28 days. Any complaints or queries lodged outside of the 28-day window will be disregarded.

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### CLIENT:

First Name:	Signature:	Date:
Surname:		

### EVENT MANAGER:

First Name:	Signature:	Date:
Surname:		

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Please sign and return the contract duly signed & retain a copy for your records.

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