



Client Handbook

HANDBOOK FOR FARNHAM PARK

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BASEBALLSOFTBALLUK | 4th Floor, Marathon House, 190 Great Dover Street, London, SE1 4YB

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Welcome

Thank you for choosing to use Farnham Park. We are thrilled that you will be making use of the facilities this year.

Whether you are a returning user, or this year will be your first, we are sure that you will enjoy the facilities that we have on site. The fields and services provided through our Home Plate Bar and Kitchen clubhouse are designed with softballers and baseballers in mind. Our fields have been carefully prepared for your use, and the friendly confines of Home Plate await your arrival.



In establishing the Baseball and Softball Complex at Farnham Park, BaseballSoftballUK has set up the country's premier baseball and softball facility, unrivalled in its quality and range of uses. It is our gift to the sports of baseball and softball, and our very own "Field of Dreams". It was only possible through the willing support and partnership of Sport England, the Baseball Tomorrow Fund and South Bucks District Council.

This is a facility built for playing ball. Farnham Park will serve the local community in South Bucks for many years to come, allowing children to grow into adults on these fields, and develop from raw rookies into seasoned players, coaches and managers. It is a facility that will continue to host a large range of events, from local competitions for schools to club and league events and national and international championships.

On behalf of the whole staff team, we would like to welcome you to Farnham Park this year. We are keen to have you here and to help make your event a success.

A handwritten signature in black ink that reads "John Boyd." The signature is fluid and cursive.

John Boyd
CEO
BaseballSoftballUK

Overview

The Farnham Park Baseball & Softball Complex is situated off the A355 near the village of Farnham Royal in Buckinghamshire and is owned and operated by BaseballSoftballUK.

The complex features four fields, including two multi-purpose baseball/softball conversion fields and two purpose-built softball fields. All the fields feature dirt infields, backstops and warning tracks and are fully enclosed.

Farnham Park is capable of handling a variety of bookings, from corporate and school events through to national and international tournaments across slowpitch softball, fastpitch softball and baseball.

The Official Opening for the Farnham Park facilities was held on 20 July 2013, with over 500 people in attendance, a ceremony chaired by sports media personality Colin Murray and baseball, fastpitch softball and slowpitch softball all being played on site. Over the remainder of the 2013 season and ever since, the fields have been used for National Championship events in both baseball and softball as well as league and tournament play, development sessions and national team training, and it's clear that having dedicated fields has brought about a sea change in players' perceptions of the sports.

The facility has also been built to accommodate extensive use by the local community through a range of local development programmes, as well as by domestic league and tournament competitions.

In 2017, a second full-size baseball/softball conversion field was added, and a dedicated clubhouse opened, the main feature of which is the Home Plate Bar and Kitchen, providing a place for players and spectators to eat, drink, relax and socialise at baseball and softball events.

Additional grass pitches under the control of South Bucks District Council or other sports clubs on site are available for larger events.



Making Bookings

Dirt Fields

You can view the purpose-built baseball and softball fields at Farnham Park online at www.farnhampark.baseballsoftballuk.com. If you would like to arrange a site visit prior to making your booking, please contact us and we'll be happy to oblige. You can book our fields through the Farnham Park Baseball & Softball Complex website by clicking on the drop-down menu running across the top of screen (Bookings > Make a booking enquiry).

All four fields can be used for adult and youth baseball as well as slowpitch and fastpitch softball, and all fields have backstops, dugouts and perimeter fencing. The outfield fencing for softball and youth baseball on Fields 1 and 2 is temporary and adjustable.



Fields 1 and 2

These two fields are set up to be combination fields – i.e., adult baseball-sized diamonds with youth or softball fields in the right field corners.

Field 1 is our primary field and will always be used as a priority. It is situated next to the Home Plate Bar and Kitchen, offering a special playing atmosphere aided by easily accessible catering, social facilities and amenities.

Field 2 is the original full-sized baseball diamond first opened in July 2013. Like Field 1, it is a purpose-built baseball field that features a softball / youth diamond in right field; but unlike Field 1, it has dirt cut-outs around the bases on the softball field.

Fields 3 and 4

The other two fields (Fields 3 and 4) are laid out with fully-skinned infields that make them most suitable for slowpitch and fastpitch softball as well as youth baseball and softball.

The Baseball and Softball Complex at Farnham Park is highly flexible and adaptable for events of almost any size and is designed to accommodate any age range or format of play.

Grass Fields

If you need additional capacity for your event, grass playing fields are also available for hire from South Bucks District Council, our landlord at Farnham Park, generally from May to August. To request one or more grass fields as part of your booking, let us know in the booking enquiry form and we will share the booking process, rates, terms and finalise your booking directly with the Council.

Timetable

Once you have made your booking, you'll be issued with an invoice requesting full payment or a deposit, depending on the event date, in line with the relevant Terms and Conditions on page 19. In the run-up to your event, if you have any additional requests or need to make changes to your booking, please contact BaseballSoftballUK immediately.

If there has been inclement weather leading up to your event, BaseballSoftballUK will carry out a pitch inspection during the preceding days to ascertain whether play will be possible. For more information on what will happen should your event be cancelled due to bad weather, please see the booking Terms and Conditions.

Map



Staffing

The Farnham Park team includes a range of causal staff that keep our fields in excellent condition. Home Plate Bar and Kitchen is continually staffed during event days and is run by Sara Daughtrey. Event booking and overall management is overseen Samuel Haslam, Events & Facilities Manager for BaseballSoftballUK.

A member of the grounds team will be on site during your event and should be contacted in case of an issue with the fields created by poor weather or damage during play.



Please also read 'Caring for the Fields During Your Booking' section of this guide for further information.

Safeguarding

All parties booking fields at Farnham Park for youth events or for activities with Youth (U18) players must follow the BSUK safeguarding policy and procedures, which can be found [here](#).

Getting in Touch

If you require assistance before or during your booking, please contact:

	
Samuel Haslam	Sara Daughtrey
Events & Facilities Manager, BaseballSoftballUK	Owner, Home Plate Bar & Kitchen
T 07464 731 546	T 07989 303 506
E samuel.haslam@bsuk.com	E Sara.Daughtrey@gmail.com
Contact me for assistance with your booking, reporting an incident, and any other issues.	Contact me for assistance with Home Plate, camping, and car parking.

Home Plate Bar and Kitchen

Home Plate Bar and Kitchen has been open at Farnham Park since March 2017. It is the clubhouse for BaseballSoftballUK and offers a food service throughout the day, opening one hour before the first game of the event through until the last customer leaves.

Home Plate Bar and Kitchen offers breakfasts, lunches and dinners and has gluten-free, vegetarian, vegan and other options to fulfil your special dietary requirements. The menu includes breakfast items such as hot bacon/egg rolls, porridge, yoghurts and fruit plus real coffee and a variety of fresh juices. Lunches include burgers, hot dogs, pasta salads, paninis, daily soups, jacket potatoes and snacks, and Home Plate is happy to cater for team dinners or any special event. This can include set menus, BBQs, hog roasts, pizzas, paellas, buffet for instance, just ask!

There is a large covered outdoor area adjacent to Home Plate that sits up to 100 people at team benches, with standing room for more. The area is well-lit at night and is furnished with sofas and soft cubes dotted throughout. The licensed bar is open all day, offering a range of draft beers, ciders, wines and spirits as well as a generous selection of soft drinks.

The facility can be open for evening events: this can be a party with live music, a DJ or a PA system with a sound track, or staff can facilitate quizzes or other games nights.

The clubhouse area is equipped with a variety of entertainment including two table tennis tables, shuffleboard, corn hole, giant games, board games, beer pong tables and a karaoke machine.

There is complimentary wi-fi throughout.

A percentage of Home Plate Bar and Kitchen's turnover goes directly to BaseballSoftballUK and is used for the maintenance of Farnham Park. Thank you for supporting this important initiative and please note that the provision of external catering is therefore discouraged.

If you would like to organise something special in the daytime or evening of your tournament, please contact Sara Daughtrey.

Tournament Organiser Facilities

There is a gazebo available for use as your Tournament Control station or you are more than welcome to make use of one of Home Plate's outside areas, subject to space and with prior arrangement. There is wi-fi in the vicinity of the building and large white boards for results and tournament information.

Home Plate has four walkie-talkies that can be used during your event and a set-up for your award ceremony at the end of the tournament, where a designated area, tables, a PA system with microphone and catering/bar can be available.

Home Plate can also provide Prosecco, tubs of sweets or other prizes to accompany your trophies. These should be requested ahead of the event by contacting Sara Daughtrey.

Menu

The Home Plate Bar and Kitchen requests that you include a copy of their menu and what they offer in your Captain's Pack and in any advertising for a tournament-specific evening event. Please contact Sara Daughtrey for tournament-specific details (see the 'Getting in Touch' section). An indicative selection and prices are shown below, subject to change.

The Lead-off Breakfast Menu

Bacon Roll/Egg Roll - £2.50
Bacon and Egg Roll - £3.50
Porridge with Honey - £1.50
Yoghurt with Fruit and Granola - £1.50
Piece of Fruit - 60p
Fresh Orange Juice - £1.00
Choice of coffees from our machine

Burger Menu

*All are served in a large freshly-baked roll. Add fries for £1. Add an extra patty for £1.
Gluten-free rolls available. All burgers can be made as a salad.*

The Rookie – Prime beef, lettuce, tomato, red onion, aioli and tomato relish - £5.00. Add Cheddar Cheese - £1.00

The Big Fly – Prime beef, American streaky bacon, avocado, lettuce, tomato, red onion, aioli and tomato relish - £6.50

The Grand Slam – Prime beef, melted cheddar, American streaky bacon, lettuce, tomato, red onion, aioli and tomato relish - £7.00

The Blue - Prime beef, melted stilton, lettuce, tomato, red onion, aioli and tomato relish - £6.00

The Crush – Butterflied and crumbed chicken breast, American streaky bacon, avocado, lettuce, tomato, red onion, aioli and tomato relish - £6.50

The Hot Shot – Spicy hot sauce-marinated crumbed chicken breast, avocado, lettuce, tomato, red onion, aioli and tomato relish - £6.50

Batter Up – Cod Fish Fingers, tartare sauce, lettuce, tomato and red onion - £5.00

Fielder's Choice (V) – Vegetable patty, avocado, lettuce, tomato, red onion and tarragon mustard mayonnaise - £6.00

The Dude – Bockwurst hot dog with fried onions with your choice of tomato, mustard and hot sauce - £3.00

Get Dirty – Bockwurst hot dog, American squeeze cheese, fried onions and your choice of sauce - £4.00

Salads

Crumbed Chicken and Sweet Chilli Salad – Crumbed chicken sliced on a bed of mixed leaves with tomato, onion and a sweet chilli dressing - £5.00

Pesto Pasta Salad with Feta and Black Olives – Penne pasta rolled in a creamy basil pesto sauce with crumbled feta, baby plum tomatoes, red onion, spinach and black olives - £4.00

Bacon and Sundried Tomato Pasta Salad – Penne pasta in a creamy sundried tomato sauce with sliced smoked bacon, baby sundried tomatoes, spring onion and spinach - £4.00

Jacket Potatoes

Hot Buttered Jacket Potato served with a side salad. Fillings change daily.

One filling - £4.50

Two fillings - £5.50

The Spudfather – As many fillings as you can handle!! - £7.00

Paninis

Daily selection of hot paninis – freshly made and cooked to order.

Sweets

Slice of Cake - £2.50

Cookie - £1.00

Donut - 60p

A selection of snacks, crisps, chocolate bars, ice creams and American candy is available at the bar.

Camping

Farnham Park offers a camping provision which is administered by the Home Plate Bar and Kitchen.

In order to avail themselves of the camping facilities, campers will need to register at the bar in the Home Plate Bar and Kitchen, where they will sign a “Camper’s Contract” stating that they will adhere to all site rules, which will include rules governing noise, rubbish removal and a general undertaking to respect the site. In exchange for this, they will be issued a label to attach to the guylines of their tent which will be monitored by the ‘designated camper’ to ensure that all have registered and signed the Camper’s Contract.

During events where camping will take place, the Home Plate Bar and Kitchen will host licensed activities and entertainment and be staffed 24 hours a day. Failure to adhere to the Camper’s Contract will result in the participant being banned from all subsequent camping opportunities. BaseballSoftballUK and the Home Plate Bar and Kitchen operate a zero-tolerance policy towards failure to adhere to the Campers Contract.

Campers will be instructed to deposit any rubbish in the large dustbins situated near Home Plate.

The Home Plate camping zone will be taped off to ensure camping is confined to a particular zone of the facility and there will be a separate zone which will be designated for families if requested. Please see the map included in this handbook for the locations of our camping zones. No cars will be permitted in the camping zone to limit impact on the site, noise pollution and safety fears. Campers will be able to borrow tent pegs, mallets and other equipment from Home Plate if needed as well as being able to buy sun cream and waterproofs and make use of a secure mobile phone charging service.

If you plan to have over 30 campers, we strongly encourage you to rent a Portaloo, which will be situated adjacent to the camping zones. Showers will be accessible through use of the South Bucks changing facilities.

Tournament Scheduling

BaseballSoftballUK requests that you share a copy of your tournament schedule, including game times and field allocation, seven working days before the event so that the grounds staff and the Home Plate Bar and Kitchen clubhouse can make all necessary preparations to best accommodate your needs and those of your customers.

On Saturdays only: for the purpose of field preparation during daylight hours for the following day’s play, irrespective of the event being hosted, all games must be completed to allow a minimum of 15 minutes per field booked. For example, if you book two fields, there must be at least 30 minutes left before sunset; four fields booked would need 60 minutes left. Sunset times can be checked [here](#).

Finals: wherever possible, we encourage you to schedule the Final of your event on Field 1, our designated show field adjacent to Home Plate.

Field maintenance: schedules with staggered games times will help minimise disruption to tournament play where essential maintenance is needed.

Practice Policy

Practice for all baseball and softball events must take place only on BaseballSoftballUK property indicated on the map below, within the red border, or grass fields hired specifically for your event.

It is also recommended that warming-up is conducted on the outfields of baseball/softball Fields 1, 2, 3 and 4 if no games are in progress. The batting cages by Field 1 are also available to use at any time, weather permitting.

Teams and individual players are not able to warm up on vacant grass fields across the wider Farnham Park area, even if they appear unused. These fields are owned by South Bucks District Council and leased to other sports clubs.

If the Council or BaseballSoftballUK staff are made aware of other fields being used for practice, a verbal warning will be issued, followed by a potential levy of £50. Warnings will be issued to Event Organisers rather than to individual teams or players.

The levy will be issued at the discretion of the Council to BaseballSoftballUK who will pass on the cost to the Event Organiser for reimbursement. The Event Organiser assumes responsibility for compliance with the Council's policy and payment of the levy.

South Bucks District Council may also make available Junior Football Fields 2 & 3, also indicated on the map, for event organisers and their customers wishing to take part in extended training. If there is no camping requested at your tournament, these may be booked via BaseballSoftballUK at any time prior to the event in the same way as other grass fields. The day rate per field is £50.

Please include this important information in your Tournament Packs and communications so that all your customers are fully aware of this policy.



Booking Packages

BaseballSoftballUK offers a standard package included as part of the field hire as well as additional purchasable extras and more bespoke items.

We have modified our packages based on our experience of managing the fields during the 2019 playing season, as well as your feedback.

If you are able to provide adequate levels of field work yourselves, please let us know and we will tailor our offering to suit your needs.

1) Standard Package (included in the cost of field hire)

The standard offering with your booking comprises:

- Pre-event field preparation
- On site grounds crew (one team member)*
- Reasonable field repair and re-marking*
- Rubbish collection from the dugouts*
- Use of batting cage
- Use of bullpen
- Camping provision (please see the 'Camping' section for more information)
- Access to the Home Plate Bar and Kitchen
- Free wi-fi access via Home Plate Bar and Kitchen
- Walkie-talkie kit (four handsets available) from the Farnham Park Grounds Crew
- Use of Home Plate Bar and Kitchen for event presentations on request

**Does not apply to weekday evening bookings or for single games*

2) Additional Extras

The following are additional extras that can be purchased:

	Item	Description	Per Day	Per Weekend
Grass Field Hire	Throw Down Bases	Hollywood brand or equivalent (rubberised): <ul style="list-style-type: none"> • 2 x single bases • 1 x safety first base • 1 x home plate • 1 x pitching rubber 	£10.00	£12.50
	Outfield Fence	Mesh fencing with ground stakes (inc. installation) per field	£20.00	£25.00
	Back stop	Heras fencing backstop	£5.00	£7.50
	Bins	1,100 litre metal wheelie bin	£20.00	£20.00
Any field	Portaloo Hire	Mandatory for 30+ campers	£145.00	£145.00
	Gazebo	Heavy duty commercial gazebo with sides, 6m x 3m	£25.00	£35.00
	Flipover Scoreboard	Baseball/softball wooden scoreboard	£15.00	£15.00
	PA System	Dual-speaker portable announcement system with microphone	£5.00	£10.00
	Baseball Pitching Machine	Junior Hack Attack or ATEC pitching machine (induction required, only used on the dirt fields)	£40.00	£70.00

3) Bespoke Items

This package includes everything included in the Standard Package plus any of the following enhancements:

- Social media management of your event by BaseballSoftballUK staff
- On-site BaseballSoftballUK Event Manager
- Web streaming (a live broadcast of your event across the internet) with the ability to incorporate advertising
- Videography (video taken of your event that can be uploaded to social media or sent to you for future use), undertaken by BaseballSoftballUK staff or a professional videographer
- Photography undertaken by BaseballSoftballUK staff or a professional photographer
- Manual scoreboard operation on Fields 2, 3 and 4 or portable scoreboard on Field 1
- Public address announcer for event Finals
- AV equipment rental including a DSLR camera, and/or a Go Pro (SD and Micro SD Cards not included) plus head and chest mounts

If you're interested in upgrading your package, please contact the Events & Facilities Manager at BaseballSoftballUK.

What to Expect on Arrival

In the days preceding your booking, you'll be in contact with the BaseballSoftballUK Event Manager, who will brief you on the condition of the fields and final preparations for your event. You should take this opportunity to confirm how you would like the fields to be set up for your arrival and to provide BaseballSoftballUK with a schedule for your event, including playing times and number of customers.

When you arrive on the morning of your booking, you will find the fields you have booked ready for play. The infields will have been dragged (weather permitting), bases put out, and foul lines and batters' boxes marked. Rubbish bins will be placed in each of the dugouts with accompanying bin liners, which we will empty and replace at the end of the day. Replacement refuse sacks will be in the bottom of the bins or available from Home Plate Bar and Kitchen. If you have hired grass fields, we will provide bin liners on each field.

The Home Plate Bar and Kitchen will be open and serving a range of food and drink, and the entrance to the car park will be open, an hour before the start of your event. Please note that we do not allow vehicles beyond the car park unless prior permission is obtained from staff at the Home Plate Bar and Kitchen or BaseballSoftballUK.

When you arrive, the event organiser should report to the Home Plate Bar and Kitchen, where they will be issued with a walkie-talkie allowing us to keep in contact throughout your booking. Walkie-talkies should be returned at the end of your booking. If you have multiple event organisers/medical staff that require a walkie-talkie, one will be provided to them. You will be asked to meet the cost of replacing damaged or lost walkie-talkies.

What to Do at the End of Your Booking

At the end of your booking, you should ensure that the grass fields are free of any rubbish and that refuse has been deposited in the large dustbins located in the Farnham Park car park.

The Event Organiser should return any equipment that has been loaned out, including the field maintenance tools and walkie-talkies, and report to the Home Plate Bar and Kitchen that the booking has now ended.

Award ceremonies can be held at the Home Plate Bar and Kitchen, as described above.

Caring for the Fields During Your Visit

When you arrive, the fields that you have booked will be ready for play. If, during the course of your visit, inclement weather or wear and tear damages the field, our grounds team will conduct appropriate repairs or remedial action. However, there may be instances when you will want to do this yourself, for which we have provided some basic instructions below.

Please remember that the fields will be required for another event in the coming days and serious damage cannot be remedied overnight. In the event of any damage to the infrastructure of the fields, player safety must be the first consideration. Please contact Samuel Haslam, Events & Facilities Manager, immediately to report any damage.

Commonly, the batters' boxes will develop divots during the course of play. A simple remedy is to rake the dirt back into place. Rakes can be provided before the start of play. A large supply of dirt is available, located next to the overflow parking (please see the map on Page 5).

If the dirt and/or grass areas are at any time sodden or have standing water, it is not appropriate to play. It may be possible to create an alternative diamond using throw-down bases in the outfield where it is drier. However, no dirt should be put on any grass areas at any time.

If inclement weather persists, the organisers should consider reformatting the tournament to reduce wear and tear, such as starting the pitch count at 1 ball and 1 strike. Ultimately, play may have to halt if these steps are not effective.

If the organiser has any doubts or concerns about whether a field is playable or what action is necessary, they should contact Samuel Haslam, whose contact information can be found in the 'Getting in Touch' section of this Handbook.

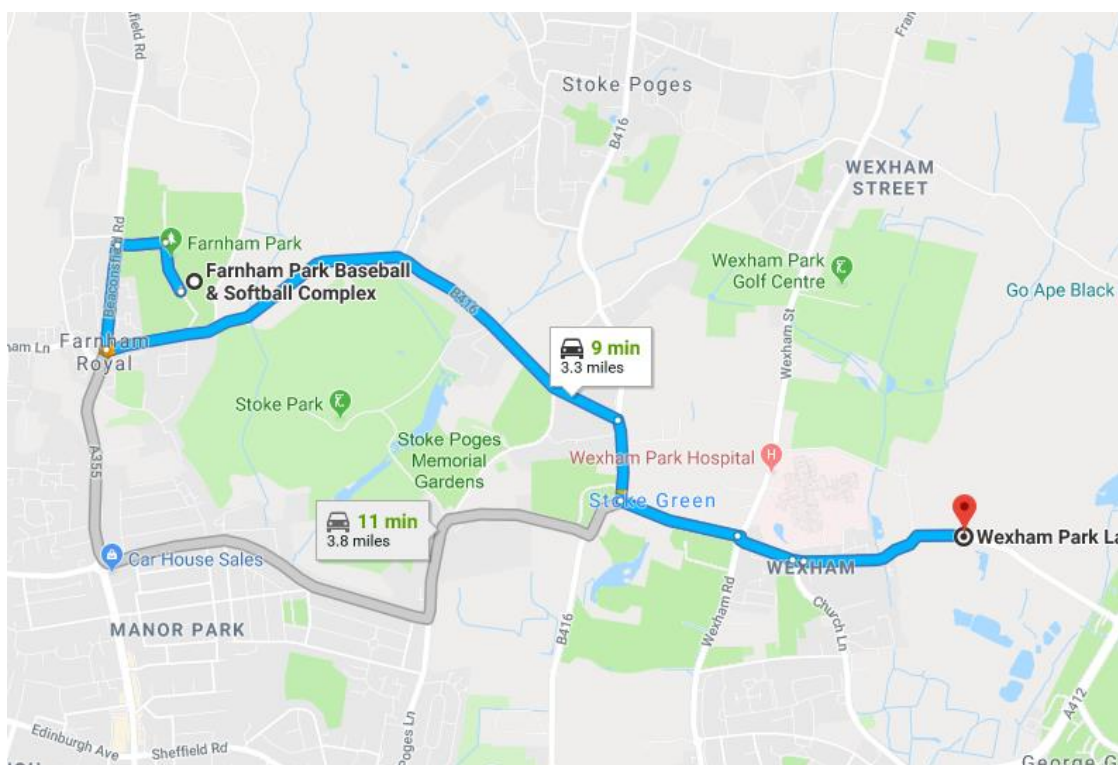
Safety

Event organisers are responsible for their own on-site medical provision, but the following information should be added to the Tournament/Event Packs sent out to teams.

Emergency Details

The nearest Hospital to our complex is:

Wexham Park Hospital, Wexham, Slough SL2 4HL



The Emergency Department at Wexham Park Hospital is open 24 hours a day, 7 days a week, 365 days a year. All emergency services are provided, from major trauma care to the treatment of injuries and serious illness.

The Wexham Park Hospital Emergency Department has a resuscitation unit and a designated paediatric unit. There is also a clinical decision unit for patients needing a few hours of acute treatment but who do not need to be admitted to hospital.

Wexham Park Hospital is accessible by the Thames Valley and Chiltern Air Ambulance service.

Defibrillator

The Farnham Park Baseball & Softball Complex has a defibrillator.

It is a public-access defibrillator housed in a **green cabinet on the exterior of the Home Plate Bar & Kitchen.**

If you come across someone who has had a cardiac arrest, you should:

- 1) Call 999 to report it. They will despatch an ambulance.
- 2) Start CPR to keep blood flowing around the body.
- 3) If you are on your own, DO NOT interrupt CPR. Instead, send someone else to retrieve the defibrillator from the Home Plate Bar & Kitchen. The 999 operator will give you the code to open the cabinet.
- 4) Once the defibrillator is open and in position, all you have to do is follow the spoken instructions. The defibrillator detects the heart's rhythm, and it won't deliver a shock unless one is needed.
- 5) You should resume CPR as soon as instructed to by the defibrillator.
- 6) Once the injured person is out of danger, contact BaseballSoftballUK to report the incident.

Getting to us

By Train

The nearest station to Farnham Park is Slough, approximately 3.8 miles away. Slough can be reached from London Paddington in just 18 minutes on a fast train (35 minutes on trains stopping at all stations). There are plenty of taxis at the station that can reach Farnham Park in approximately 10 minutes.

By Air

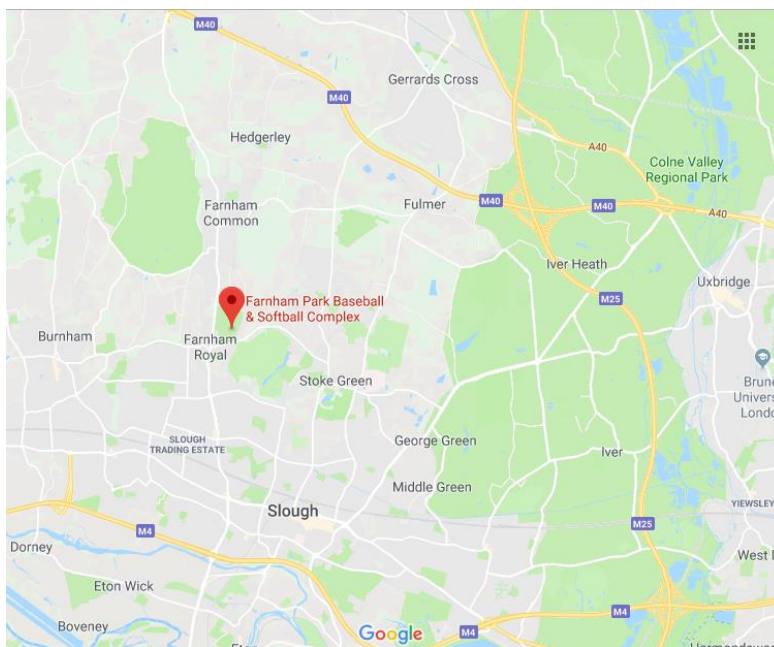
Farnham Park is easily accessible from all of London's major airports. London Heathrow Airport is just 10.8 miles from Farnham Park, with London Gatwick Airport 47.6 miles, and London City Airport 36.7 miles.

By Road

Farnham Park is on the eastern side of the A355 (Beaconsfield Road) that runs from the M4 at Slough to the M40 just south of Beaconsfield. Leave the M4 at Junction 6 onto the A355 heading north, continue for 2.8 miles through Slough and the entrance to Farnham Park will be on your right. Leave the M40 at Junction 2 onto the A355 heading south, go through the village of Farnham Royal, and after around four miles the entrance to Farnham Park will be on your left.

Car Parking

There is designated parking for baseball and softball events. Follow the entrance road into Farnham Park to the T-junction, turn right, and the entrance to the car park is immediately to the left, by Field 1 and the Home Plate Bar & Kitchen. For larger events, additional parking may be available, but we ask that visitors only park in designated areas as there are other sports clubs on site. Under no circumstances should you park on grass playing fields or on the grass next to the entrance road. Finally, we ask that all drivers observe the 10mph site speed limit for everyone's safety.



Terms and Conditions of Hire (including Site Rules)

BaseballSoftballUK has developed Terms and Conditions of Hire which incorporate Site Rules for our clients to follow during the course of their bookings in order to ensure the safe and efficient use of our facility. As a client of BaseballSoftballUK, it is your responsibility to comply with these Terms and Conditions and Site Rules.

1. These Terms and Conditions relate to bookings for baseball and softball events and games between BaseballSoftballUK Ltd ('BaseballSoftballUK', 'we') and a person or organisation booking ('booking party', 'you') at Farnham Park Sports Ground ('Farnham Park').
2. By submitting the online booking form, you are offering to enter into a contract with BaseballSoftballUK Ltd, a company registered in England and Wales under Company Number 6258953, whose registered office is at 4th Floor, Marathon House, 190 Great Dover Street, London SE1 4YB.
3. Contracts may only be entered into between BaseballSoftballUK and an organisation with a legal status of its own, such as a limited company, a Community Interest Company or a Charitable Incorporated Organisation, or with an individual. If the event is being run on behalf of an unincorporated organisation such as a club, league or tournament that has not been set up as a company, the agreement will be between BaseballSoftballUK and the individual person making the booking.
4. The booking contract will be formed when we send you an email or written communication accepting your booking (and not before). The booking is deemed to be finalised when a confirmation email is sent from the Events & Facilities Manager confirming your named event, the number of fields being booked, the date and length of time of the booking and the cost. Until this email confirmation has been sent, the booking is subject to change or cancellation. We reserve the right to reject any booking for any reason.
5. Eight weeks in advance of a booking, a 30% deposit of the full amount of field hire for the event in question is due. Failure to meet this deadline will invalidate the booking. All bookings must be paid in full six weeks prior to the event. If payment has not been received, BaseballSoftballUK reserves the right to cancel the booking. Federation Members (British Softball Federation, British Baseball Federation) receive priority on bookings so are requested to pay in full at the time of booking.
6. Cancellations and changes can be made at any point, but are subject to the following terms:
 - a. For the British Softball and British Baseball Federations: priority is given to your events so, once a booking is confirmed by both parties, there will be a 25% cancellation tolerance and you may therefore reduce the number of fields required by up to 25% over the course of the season, therefore one out of four bookings. This applies only to the basic field hire within the Standard Package and Bespoke Package charges can be cancelled with reasonable notice and as long as no third-party costs have been incurred. Should you wish to cancel an event with less than six weeks to go, 100% of the full booking amount will be due.
 - b. For all other bookings:
 - i. Eight weeks or more in advance of the event: no charge.
 - ii. Between six to eight weeks in advance: 30% of the full booking amount will be due.
 - iii. Less than six weeks before the event: 100% of the full booking amount will be due.
 - iv. If you have made a block booking of a minimum of four weekend events across a playing season, and need to cancel or rearrange a booking, we will allow changes for up to 20% of your booking dates. Please provide at least seven working days' notice so we can try to re-accommodate your booking without penalty and minimise disruption to the remainder of the Farnham Park schedule.
 - v. If you have booked a series of weekday evening events, such as regular league fixtures across a playing season, and need to cancel or rearrange a booking, please provide

seven working days' notice so we can try to re-accommodate your booking and minimise disruption to the remainder of the Farnham Park schedule.

- c. All costs for additional services booked (such as Portaloos) will be charged to you in the event third-party costs apply.
 - d. All grass fields on Farnham Park Playing Fields are controlled by South Bucks District Council and are subject to their terms and conditions, which will be shared on request.
7. Should an event be called off due to weather or acts of nature, the following policy applies:
- a. Provided that BaseballSoftballUK, or an authorised person acting on behalf of BaseballSoftballUK, decides that no play can take place during the event on any fields, the booker will be offered an alternative available date in the same calendar year at no extra cost. If an alternative date is not able to be agreed, a 50% refund of booking fees paid will be issued. Should play begin or you decide not to play, there will be no refund due.
8. BaseballSoftballUK reserves the right of cancellation of any booking. If we exercise that right of cancellation, we will refund any fees which you have paid in advance, less any costs for the cancellation of additional services, except for cancellations caused by weather and / or acts of nature (see separate clause). BaseballSoftballUK will not be liable for any loss occasioned to the hirer as a result of the breakdown of equipment, a failure in the supply of electricity, a leakage or penetration of water, a fire or explosion, a government/council restriction or an act of nature which may cause the premises to be temporarily closed or the hiring to be interrupted, curtailed or cancelled. Please note that BaseballSoftballUK does not carry cancellation insurance. We recommend that all tournament organisers make separate insurance provision to cover the unforeseen cancellation of their event.
9. BaseballSoftballUK is not VAT registered so all prices quoted are for the full amount due.
10. As a condition of the booking, you must carry out a risk assessment by someone qualified to do so. There are a number of potential risks to participants and spectators at a baseball and softball facility, including possible personal and possession damage caused through the normal course of playing the sports. It is your responsibility to ensure that participants and spectators are aware of these risks. BaseballSoftballUK reserves the right to carry out any additional measures, up to and including suspension of the event, to address any risks identified.
11. It is your responsibility to take appropriate measures for the provision of First Aid at your event and to ensure that participants and spectators are aware of how to seek appropriate services should they be needed.
12. BaseballSoftballUK has Public Liability Insurance covering accidents involving injury to persons or damage to property resulting from BaseballSoftballUK being negligent.
13. You will be required to provide BaseballSoftballUK with a copy of your Public Liability policy, demonstrating a cover of at least £10 million for your organisation, club, league or event. It is your responsibility to ensure that teams playing in your games or events are insured to this same level and to provide a copy of your cover note at the time of booking. Should Employers Liability be required, it is also your responsibility to provide this and submit a copy of your cover note. It is also your responsibility to ensure that any service contractor engaged has sufficient insurances.
14. BaseballSoftballUK accepts no liability whatsoever for the loss or damage to personal belongings at Farnham Park. This includes vehicles. Vehicles are parked at the owner's risk.
15. BaseballSoftballUK reserves the right to refuse any person the right of admission to parts of Farnham Park under our control for the duration of an event booking. Typically, this right will be used when there is a risk of health and safety to the person, other participants or members of the public. We are not liable for exclusions to access when denied by third parties.

16. All information collected by BaseballSoftballUK will be processed in accordance with the General Data Protection Regulation 2016/679 (EU GDPR).
17. Farnham Park is a community site for all and welcomes all participants and spectators. As an outdoor facility, there is limited access to some places for some people. If you or any of your participants have specific access requirements, please contact farnhamparkbookings@BSUK.com and we will be in touch to see how we might be able to assist.
18. All incidents should be reported on the BaseballSoftballUK Incident Report Form. The form can be found using this link: <http://www.BaseballSoftballUK.com/insurance/report>. To the fullest extent permitted by the law, BaseballSoftballUK will not be liable for any failure to report.
19. BaseballSoftballUK has a Safeguarding Policy. Participants, staff, spectators and volunteers must adhere to this policy at all times. Any issues regarding safeguarding must be raised with the Event Organiser as soon as possible. A full copy of the policy is available on the BaseballSoftballUK [website](#).
20. BaseballSoftballUK may take photographs or video at its events. Images and/or footage will be used for promotional purposes, which may include use in printed documents or electronic media, including the internet, for editorial coverage or advertising. Participants who are unwilling to allow their images to be used in these ways must inform the event organisers prior to the event. If a participant opts out, the event organiser must devise a suitable plan to ensure that images of that person are not used. BSUK accepts photos and video footage on the understanding that the images are compliant with our wider Photographic Policy, that all necessary permissions have been agreed, that no copyright issues are involved and that any persons or persons opting out as described above have been removed.
21. Web streaming: BaseballSoftballUK encourages the broadcasting of baseball and softball tournaments at Farnham Park by Event Organisers and reserves the right to share the content on third party websites for promotional purposes.
22. BaseballSoftballUK publishes these site rules, including pre- and post-game field responsibilities, on its [Farnham Park website](#). It is your responsibility to comply with and communicate these rules.
23. No public announcement of the hiring of the venue shall be made until the appropriate deposit or application is granted. Any publicity generated locally or nationally referencing the venue shall only be permitted if agreed in writing with BaseballSoftballUK and we reserve the right of refusal for any information released. The use of BaseballSoftballUK's logos, including those of the site, or references to BaseballSoftballUK or Farnham Park, will not be permitted without express written consent from BaseballSoftballUK.
24. The hirer shall not sub-let, or attempt to sub-let, grant a license or otherwise part with possession of the premises or part thereof.
25. There shall be present throughout each day of the hire a person or persons, being the hirer and/or nominated representative of the hirer, who shall accept responsibility for ensuring the effective control and supervision of the premises. BaseballSoftballUK should be notified in advance of the event who this person is. It is your responsibility to ensure that this person has read, understands and will comply with the Terms and Conditions and Site Rules.
26. The hirer shall not cause or permit any person connected with the hiring to drive any nails, screws or other fixings into the walls or floors or into any furniture or fittings on site or do or permit to be done anything likely to cause damage to any part of Farnham Park or any such fittings of the venue. No notices may be affixed to any walls or in the venue (without consent). Damages caused by any notices fixed to walls or any other area will be charged to the hirer.
27. No decorations, flags, banners or emblems will be permitted without the previous consent in writing of BaseballSoftballUK. This does not include temporary signs necessary for the safe operation of the event.

28. No audio equipment can be used that does not comply with Health and Safety regulations. Moreover, BaseballSoftballUK reserves the right to limit the use of any device that makes noise that may create a disturbance to other neighbouring hired events or leads to complaints by attendees of the venue.
29. Naked flames, smoke-making machines, fireworks and pyrotechnics will not normally be permitted on the premises. Applications in writing to waive this regulation must be made to BaseballSoftballUK for consideration and hirers are advised that substantial additional staffing costs may be incurred if approval is granted.
30. No alterations, additions or connections to electrical installations on site shall be made except with prior written permission from BaseballSoftballUK.
31. No external catering provision may be arranged without prior written permission from BaseballSoftballUK. Bookings may be subject to appropriate event, council and food regulation licenses.
32. Organisers wishing to bring third party retailers e.g., sellers of baseball/softball equipment, must first obtain prior written permission from BaseballSoftballUK.
33. All usage of the fields at Farnham Park on the Saturday of a two-day weekend event shall end no later than 15-60 minutes before sunset (15 minutes per field booked) and begin no sooner than one hour after sunrise on the day of play. This is to ensure adequate field preparation time for subsequent bookings. See Tournament Scheduling.
34. Event Organisers assume responsibility for compliance with South Bucks District Council's policy of forbidding practice on non-BaseballSoftballUK property. See Practice Policy.
35. Under no circumstances should players hit balls into the protective netting of the fields.
36. Please ensure that your customers park their vehicles in the car park provided. If capacity is exceeded, patrons may park at the southern end of the facility with express permission from BaseballSoftballUK or the Home Plate Bar and Kitchen. Drivers are required to observe the 10mph site speed limit for safety reasons.
37. It is the responsibility of the Event Organiser to ensure that the grass fields are clear of rubbish at the end of the booking and that rubbish is deposited in the large dustbins situated in the car park by Home Plate.
38. Please return the facility to BaseballSoftballUK in the same state you received it at the beginning of your booking. Any remedial work (normal wear and tear of the fields exempted) that BaseballSoftballUK has to carry out as a result of your booking (including damage to the facility and rubbish left undealt with) will be charged to you after the event at 20% of the hire fee.
39. Please make provision for the return of any lost property at your event. The Home Plate Bar and Kitchen and BaseballSoftballUK cannot take responsibility for any items left on our premises.
40. South Bucks District Council does not allow the use of drones under any circumstances at the Farnham Park Baseball and Softball Facility.
41. To complain about any matters relating to Farnham Park, please email complaints@BSUK.com, call the office on 020 7453 7055 or write to us. Full information about making a complaint can be found on <http://www.baseballsoftballuk.com/complaints>.