

**SHONGWENI  
CLUB**



The premier equestrian and  
outdoor lifestyle club

## USE OF SHONGWENI CLUB FACILITIES FOR SHOWS, CLINICS AND OTHER EVENTS

### 1. RATES

The rates set out below are effective from 1 January 2025 to 31 December 2025 (rates are inclusive of VAT @ 15%)

All Arena Hire restricted use depending on weather and conditions	Day 1	2nd and subsequent days
<b>HIRE OF COMPETITION GRASS ARENA (Wendy Venniker)</b>	<b>R16 220</b>	<b>R13 780/day</b>
<b>HIRE OF ONE COMPETITION FIBRE ARENA (Jane Latimer)</b>	<b>R16 850</b>	<b>R14 320/day</b>
<b>HIRE OF ONE COMPETITION FIBRE ARENA (Debutante)</b>	<b>R15 600</b>	<b>R13 240/day</b>
<b>HIRE OF BOTH COMPETITION FIBRE ARENAS (Jane Latimer and Debutante) will attract a discount of R5000 for day 1 and R2510/day thereafter</b>	<b>R27 450</b>	<b>R25 050/day</b>

#### Included in the daily rate per arena:

- Arena set up the prior day of the event.
- Use of and preparation of **1 allocated warm** up arena per main arena rented
- Arena staff X 4 per arena rented (3 for competition arena plus 1 for the warm up arena)**. Any additional staff required to be booked and billed separately as an additional cost (R375 per staff member per day) Typically staff will arrive one hour prior to the course walk. It is advised that the courses are built and measured the previous day to save time.
- Staff are billed at **9 hours per day including lunch, any additional hours will be for the showholders account. Sunday and Public Holiday surcharges apply.**
- Tractor/s and driver/s supplied to rake and water fibre arenas according to CLUB standard practice (Peter Morrison South Africa approved) after every specified number of rounds at a minimum. Please note that show holders are required to allow sufficient time in their daily programme for arena maintenance as this will not be compromised in the interest of completing overfull programmes.
- Maximum number of rounds per day are 180 in Winter (1 May to 31 August) and 200 in Summer months (1 September to 30 April). If both classes are one round, then special dispensation can be requested from KZNSJ and approved by Club management. This dispensation must be requested at least one week in advance of the show start date.

<b>HIRE OF SAND DRESSAGE ARENA X 1</b> (plus one sand warm up)	<b>R2 955 per day</b> + R2 510 per consecutive day thereafter
<b>HIRE OF SAND DRESSAGE ARENAS X 2</b> (plus one sand warm up)	<b>R5 370 per day</b> + R4 550 per consecutive day thereafter

**Included in the daily rate:**

1. Sand arenas will be raked and watered prior to commencement of the event (and then closed thereafter until commencement of the event)
2. An additional staff member by arrangement at R375.00 per day
3. Tractor and driver can be added at R620 per day.
4. Sunday & Public Holiday surcharges apply.

Additionally, smaller disciplines wishing to run **shows** will be accommodated at the clinic rate below (subject to availability of the facilities not being required by another discipline / show holder).

<p><b>REDUCED DAILY RATE FOR COMPETITION ARENAS (Fibre, Grass and Sand)</b> - A daily rate per horse is available <b>by application</b> where the full daily arena hire rate cannot be paid due to numbers. In this event, there will be a minimum charge for Fibre &amp; Grass arenas equivalent to 25 horses per day (R6500) and for the Sand of 15 horses per day (R3900)</p> <p><b>PLEASE NOTE THAT SCRATCHINGS WILL NOT BE REFUNDED</b></p>	<p><b>R260 per horse per day</b> (subject to the minimum daily rate per arena)</p>
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<p><b>HIRE OF VIP AREAS FOR EVENTS: "THE BARN" FUNCTION VENUE</b> Is available as an exclusive use area.</p> <p>No other exclusive use areas are available for the duration of any event</p>	<p>Daily rates (R7 200 non-members and R4 500 for members) are applicable for The Barn, however, for an event over 3 or more days, a flat rate may be negotiated and will apply for exclusive use of this area for the event (venue only – all equipment to be charged separately unless agreed otherwise)</p>
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<p><b>TEMPORARY MEMBERSHIP (Non-Member)</b> per rider per show / clinic – any rider not a bona fide member in good standing is required to pay temporary membership each and every time of riding – this fee applies per event for the duration of that specific event only (show/Clinic). No one is permitted to ride at the club in any arena or cross country track or hacking unless they are a member of the club, or have paid the relevant temporary membership fee on each and every occasion.</p> <p><b>TEMPORARY MEMBERSHIP: JUNIOR RIDER (up to 18 years old)</b></p>	<p><b>R420 (per person per event)</b></p> <p><b>R210 (per person per event)</b></p>
<p><b>TRAINING ONLY MEMBERSHIP</b> (allows participation in training events and clinics only, no graded events, as well as ad hoc use of the club facilities)</p>	<p><b>R1000 per annum (per person)</b></p>
<p><b>HIRE OF STANDARD STABLE (Per Night)</b> – initial bedding only supplied</p> <p><b>PREMIUM STABLES</b> will attract an extra charge of R50.00 per night, subject to availability</p> <p><b>HIRE OF ALL EVENT STABLES AS A BLOCK BOOKING</b> (external show holders for large national events who rehire as part of their show income) Please be aware that the stable allocation to showholders will be from Stable 1 to the number paid for.</p> <p><b>Day Stable</b> – arrival and departure on the same day</p>	<p><b>R310</b> first night, thereafter <b>R230</b> per additional night</p> <p><b>All 360 event stables</b> for large national events @ <b>R400 000</b> (R1111,11 per stable), otherwise <b>R1400</b> for less than the full 360 (for the duration with initial bedding only)</p> <p><b>R210/day</b> (minimal shavings/no bedding)</p>

To encourage training and development of equestrian sport, the facilities will be made available for training seminars and clinics at a reduced rate. Such events will typically only be accommodated during the week, not on weekends or public holidays and will always be subject to availability depending on other club commitments. All instructors booking the facilities under these conditions are required to be fully paid up members of the Club (or to pay the relevant temporary membership fee).

SEMINAR/CLINIC (FIBRE COMPETITION ARENA)	R2600 per day minimum deposit <b>payable in advance</b> for up to 10 horses, thereafter an additional R260 per horse up to a maximum of the normal daily hire rates above
SEMINAR/CLINIC (SAND ARENA)	R1350 per day flat rate

**PLEASE NOTE**

**THE CLUB RESERVES THE RIGHT TO RUN MORE THAN ONE EVENT AT ANY ONE TIME ON ITS GROUNDS AND PREMISES. SHOULD EXCLUSIVITY BE REQUIRED THEN A RATE CAN BE NEGOTIATED ACCORDINGLY.**

The effective date of the contents is 1 January 2025 and may be amended without notice, but will typically be revised on the 1<sup>st</sup> January annually.

The onus is on the Show Holder / Clinic organizer to confirm prices and any special arrangements at the time of bookings.

All bookings must be paid PRIOR to commencement of the event, without exception as close to date of entries closing as possible.

## 1. MEMBERSHIP REQUIREMENTS

It is a requirement that ALL Show Holders and all instructors (for seminars and clinics) are paid up 'full' club members (not Social Members) to hire the club facilities for shows/clinics. All participants in such clinics are required to pay the relevant temporary membership fees if they are not fully paid-up club members (inclusive of the instructor/s). The "training show" membership fee will cover participation in clinics and training events. Showholders are responsible for collecting the temporary membership payments. A list of riders must be submitted to the Club Admin 3 days before the event in the format of **Rider Name and Surname ONLY**.

## 2. BOOKING AND INVOICING

An annual show calendar is prepared before the start of each calendar year, incorporating all allocated show dates for all disciplines. These dates are taken as confirmed bookings unless the club is notified otherwise by the show holder (at least one month in advance). Additional bookings can be made for available dates in the calendar but requests must be made directly with the club office in writing ([office@shongweniclub.co.za](mailto:office@shongweniclub.co.za)) A date is not confirmed based on a request but only once written confirmation is received from the office.

Requirements to be confirmed 4 weeks before the start of the show (number of arenas and number of days). This will be invoiced 4 weeks prior to the start. **The full fee invoiced for the rental of the relevant arena / facility must be paid on closing date of entries.** If requirements are reduced post invoicing, 50% of

the reduction will be payable i.e. if 2 days are booked and invoiced, and the second day is subsequently cancelled, 50% of the fee for day 2 will be payable regardless of the arena not being used.

All requirements for show arenas, equipment, stabling etc. must be agreed and confirmed with the Club Management as per the attached show schedule list.

**The Club reserves the right to relocate arenas and place them in other areas of the Club grounds when necessary, in the event of excessive wet/dry periods, renovations etc.**

### 3. CATERING

The Club reserves the **exclusive** right to all catering & liquor sales on its property. Should a show holding body require these services for the public, their competitors or for their officials, the Club Food and Beverage manager must be approached in the first instance to provide the service. If the Club F&B manager confirms that the club cannot provide the service, then the Show Holder may be permitted to arrange their own caterers. The Club will decide what percentage of sales or what fee to charge any outside caterer at an event. The Club is a licensed facility and therefore no alcohol may be brought onto the premises unless by prior written agreement by the General Manager of the club, in which case a "corkage" fee will be agreed.

Any catering requirements must be confirmed as per the show schedule attached in **writing**.

Any evening entertainment events planned during the running of the show **MUST** be arranged with the club as early as possible and once again, all requirements must be reduced to writing.

### 4. SECURITY

Event organisers are reminded to confirm access control and gate opening and closing times with the club office prior to the commencement of their event. **Special arrangements to grant access outside of normal hours** should be made and confirmed in writing where necessary.

In the event of a show holding body requiring the Club to arrange security for any tents, equipment, horses, horseboxes etc., at least two weeks' written notice is required. The Show Holding body will be responsible for all additional security costs for the event. Show holding bodies may arrange their own security for events or have sponsored security as long as Club Management is informed of this arrangement (in writing) prior to the event. For SHB that need to stay late in the Judge's Box, please make security arrangements.

### 5. MEDICAL OFFICERS

The Show holding body must provide a medic, with a minimum requirement of a BLS (Level 3). Proof of the appropriate qualifications must be provided to the club on request. The show holding body is responsible for all costs, including catering, for the medical officers.

### 6. HORSE HEALTH REQUIREMENTS

Show holding bodies must require competitors to carry proof of valid inoculations in respect of Equine Influenza and African Horse Sickness when on Club grounds. Random checks may be carried out by Club officials on any horse on Club property, and proof of valid vaccinations must be provided. This is in the interest of all horse owners.

## 7. EQUIPMENT AND ARENA MAINTENANCE

### a. DRESSAGE

The arena/s including the practice arena/s will be raked and watered when necessary and possible. Showholders are to ensure sufficient time is allowed during the day / between classes for this to happen and times are to be agreed in writing with the club management to avoid any misunderstandings in this regard. Tents or judge's boxes will be erected for Judges, Secretaries and Auditors. In the fibre arena/s, mobile dressage surrounds as well as dressage letters will be supplied. All arena décor is the showholders responsibility. The club will assist where possible with foliage and potted plants available at the time. **Any extra requirements such as tables and tablecloths, chairs, Urn, PA System need to be requested and will attract a fee of R500.00**

### b. SHOW JUMPING

The arena/s including the practice arena/s will be raked and watered when necessary and possible. Showholders are to ensure sufficient time is allowed during the day / between classes for this to happen and times are to be agreed in writing with the club management to avoid any misunderstandings in this regard.

Standard show jumping equipment will be available in sufficient supply to erect the relevant courses. This will include jumps, cups (including safety cups), fillers, flags, jump numbers etc. and relevant foliage and potted plants available at the club. A list of available equipment can be requested from the club office. Use of specific competition jump equipment such a special wings and fillers etc. is at the sole discretion of the club. Show equipment will not, under normal circumstances, be made available for use at clinics and training days/shows. **All equipment will be laid out by club staff and no person may access the jump sheds and remove additional equipment without specific approval from the club manager.**

### c. SHOWING

A hunter track, working riding area and a general showing arena will constitute an "arena". These arenas will be demarcated. Sufficient equipment for the event will be provided for the arenas to be set up. Any other arenas required will be charged as per table. All requirements are to be set out on the show schedule attached. **Any extra requirements such as tables and tablecloths, chairs, Urn, PA System need to be requested and will attract a fee of R500.00**

### d. EVENTING

A dressage arena and one show jumping arena will constitute an "arena". These will have sufficient equipment available for the event. Other arenas will be charged as per table. The cost of the Cross country track will be negotiated and a fee covering the cost of changes to the track, preparation of the course (including decoration of jumps) or for the purchase or hire of equipment or consumables will be charged as extra. All requirements are to be set out in the show schedule attached. **A PA system is available and will attract a fee of R500.00.** The 2025 rate is R345.00 per horse.

### e. OTHER EVENTS AND DISCIPLINES

Sanesa

**Charged per round @ R115.00**

Pony Club

**Charged per round @ R100.00**

Equitation

If hosted in conjunction with another event in the competition arenas, the Debutante arena will be charged out at 50% of the current hire fee.

Other

Cost and arenas to be negotiated with Club.

***Show holders are strongly advised to inform competitors in the Show Schedule that some monies collected for hiring facilities may be retained by the Show holder in the event of an unforeseen cancellation. i.e. bad weather.***

## 8. VENDORS FOR SHOWS

No sales of any items (i.e. clothing, equipment, food or drink) will be allowed on the property without prior written consent from Management or The General Committee.

Vendors may be charged a fee by the CLUB, unless negotiated otherwise and agreed in writing prior to the event, and

- The club reserves the right to allocate and approve all food and beverage vendors, and to charge them a fee. This would typically be a percentage of their turnover, unless a fixed fee is agreed where appropriate.
- A vendor (other than Food and Beverage) may trade at a show by invitation of the show holder. The show holder may elect to charge a fee to these vendors (other than food and beverage).

Show holders must advise Club Management in writing of all vendors booked for the show by the SHB. The Club reserves the right to refuse any such vendors. NO food stalls are allowed unless by prior written consent from Club Committee and Management.

Vendors must be advised that the club is not required to provide them with power to their stalls. Vendors must make the necessary arrangements to provide their own power.

Vendors are responsible for their own tables/chairs and set up and breakdown of gazebos/stalls.

## 9. BRANDING / ADVERTISING AT EVENTS

\*\*\*The Show Holder / Clinic Organiser may not authorise any sponsor to erect or display any branding at any event without first obtaining the written consent of The Club Manager, which consent shall not be unreasonably withheld, provided that the proposed Branding and or Signage does not conflict with any current major sponsor of The Club. The Club is not obligated to provide power, gazebos or any equipment for the advertisers\*\*\*

Any costs associated with the setup of branding will be for the show holders account.

Where there is a potential conflict with existing sponsors, the club agreements may, in certain circumstances, provide for the temporary suspension of those agreements, with compensation to the sponsor or advertiser. In this case, the costs of the temporary suspension, if any, will be borne by the show holder.

Any arrangements in this regard, where show holders intend to use external sponsors, must be preapproved by the General Committee, in writing. This is to avoid any unnecessary problems that could arise and result in embarrassment to the club as well as the show holder.

All advertising erected by a SHB or their sponsors in accordance with the above shall be removed within 7 days of the conclusion of the event, at the cost of the SHB/sponsor. Materials not removed in this timeframe shall be removed by the club and the costs thereof billed to the SHB. The club will not be responsible for the safe keeping or storage of advertising materials.

## 10. TEMPORARY MEMBERSHIP

Competitors who are not fully paid up members of the Club are required to pay the temporary membership fee for each and every event (valid for the duration of one event and / or clinic).

For the Club to ensure that all fees in this regard which are due to the club are collected, the show holder is required to provide a schedule of all competitors' names to the Club office at least 1 week before their event with an indication of whether they have paid temporary membership or entered as members in which case valid membership number to be stated. The club will then advise the show holder, prior to commencement of the event, of any additional competitors that should have paid a temporary membership fee. The onus is on the show holder to collect all fees due as part of the entry fee of each competitor. Show holders will be billed the total cost of temporary memberships for all non-members entered for their event.

A copy of the show program must also be submitted with the final remittance for the club secretary to check that all competitors who are not paid up members of the club have been identified as being liable for the temporary membership fee.

## 11. CLUB RULES

The Club has rules in place and these must be adhered to. All temporary members should be aware of the conditions of membership referred to in the "Constitution of the Club" and the Club Rules which are available for viewing on the Club web site. Show holders are asked to make all competitors aware of these rules.

### a. EVENT STABLING

NO stables are to be used for any period or purpose without the prior arrangement with and payment to Club Management. Competitors may only use the stable allocated to them by the club upon payment in full of the stable booking fee.

Where stables are booked and paid for through a show holding body for a show, the **show holding body will be responsible for allocating stables to competitors and managing same**. The club will bear no responsibility for allocating and controlling use of stables when fees are collected by Show Holders. Once the stabling plan has been submitted to the Club for shavings allocation, the plan cannot be changed and stables will be allocated from Stable Number 1 onwards.

Any competitor found making use of a stable which has not been paid for will be liable to be eliminated from the event and could face further disciplinary action and / or be liable for a fine.



All paddocks, permanent stable yards and cooling rings are out of bounds to visiting horses. These facilities are specifically for Club members who have horses stabled at the Club on a permanent basis.

Temporary paddocks may only be set up if this has been approved by Club management and only in demarcated areas. All SHB to ensure this is clearly stated on their entry forms and stable booking forms.

**Hose pipes are not allowed.** All 'bathing' or 'cooling down' of horses must be done with a bucket and sponge unless horses are washed in the specified wash bay area/s.

Grooms must walk and graze horses (if required) only in designated areas. Do not graze horses on banks as this practice causes erosion. All "out of bounds" areas must be observed and respected.

Water is to be used sparingly and the filling of water buckets must be supervised. Buckets should be filled over the 'sumps' below taps to prevent these areas becoming mud baths.

No fires, candles, open flame devices or gas stoves are permitted inside stables under any circumstances. No fires are permitted anywhere on the club grounds and gas stoves and other open flames are to be used with utmost care.

Horses must be secured in their stables at night.

Old bedding from stables must be deposited in the large skips provided. The club will provide extra skips at large shows.

Damage to stables must be reported to Club Management as soon as possible and in any event before leaving the stable area.

Horse boxes, trailers and cars must be parked sensibly to maximize parking space and, in a manner, so as not to obstruct the roadways, the removal of skips or the parking access for club members and other visitors.

Club Management reserves the right to remove any vehicle causing an obstruction by pulling it away with a tractor.

## **b. USE OF FACILITIES**

The following areas in the Club grounds are out of bounds for all members and riders unless competing in a show taking place in the area:

- All cross country jumps unless prior permission has been granted by Club Management
- The Wendy Venniker grass arena and The Jane Latimer & Debutante fibre arenas which are main competition arenas
- All permanent stabling stable yards and the facilities therein
- All paddocks and cooling rings
- Polo Fields – except the perimeter outside the playing surface
- Lunging of horses is NOT allowed in any sand competition/practice arena nor is it allowed on the grass arenas, Polocrosse or Rugby fields. Lunging is only allowed in the lunge rings designated.

### c. CLUBHOUSE FACILITIES

Temporary members and their guests are entitled to use the bar and restaurant facilities, they do not however qualify for any of the membership discounts, which are only available to relevant membership categories. Temporary members and their guests as well as grooms and other staff are asked to treat Club property with respect and help in keeping the grounds and facilities clean.

Club staff must be treated with respect. Any incidents involving Club staff should be reported to Club Management as soon as practical for appropriate action to be taken.

Members and temporary members are responsible for the behaviour of their guests.

### d. DOGS

Dogs are only allowed on the Club grounds when held on a lead and under the control of a responsible person at all times. Dogs are not permitted inside the clubhouse or bar area, whether or not on a leash, unless the owner is going to the bathroom, or the animal is a registered service dog. Proof of rabies vaccination must be carried at all times (suggest photo's of proof on phone)

### e. PARKING OF HORSE BOXES & FLOATS

Horse boxes and floats **MUST** be parked either at the tournament stables or in the designated parking areas and **NOT**, under any circumstances, in the car parks near the Clubhouse.

Horses may not be loaded or unloaded anywhere other than the designated areas for horse box parking and definitely not in the main club parking areas.

Competitors should be advised to respect designated parking areas and in particular zones reserved for larger trucks and floats as these are not able to park and / or turn within all areas of the club grounds. Certain areas will be demarcated for exclusive use by bigger vehicles and should not be used by smaller 2 berth trailers or cars. Any vehicle incorrectly parked in these designated areas may be removed by club management (towed away by tractor).

### f. Litter and Rubbish Bins

Bins are provided by the club to ensure that waste can be disposed of. Please assist us to ensure that these are utilised.

## 12. SHOW HOLDERS' RESPONSIBILITY

The onus is on the show holder to conduct a full check of all of the booked facilities (in consultation with the club manager) by not later than midday 2 days before the start of the event (e.g. midday Thursday for a Saturday show). Any areas found to be unsatisfactory are to be noted and agreed in writing to ensure corrective action can be taken before commencement of the show.

The show checklist has been put in place to ensure that all requirements are met to the best of the Club's ability. The checklist has responsibilities that fall on the showholder and the showholder must be aware of these and adhere to the dates set out therein.

## 13. INDEMNITY

The Club, Committee, members, management and staff accept NO responsibility or liability, for any loss, damage, injury or death to any person, animal or property however so caused. The use of the Club facilities by Club members and their guests are solely at their own risk. It is the responsibility of members to inform their guests of this indemnity prior to them entering the Club premises. It is the responsibility of **show holders** to ensure that temporary members attending shows are aware of the Club's rights in this regard by

including the indemnity and rules in their schedules. Indemnity notices are posted at entrances and other strategic positions in the club grounds.

Show-holding bodies **MUST**, on their online show schedules have a block for competitors to tick for Club indemnity and as having read the Club rules relative to competitors at shows on our grounds. The rules are available on the website [www.shongweniclub.co.za](http://www.shongweniclub.co.za).

***WE WOULD LIKE TO THANK YOU FOR CHOOSING TO USE THE SHONGWENI CLUB AND WISH YOU A VERY GOOD YEAR IN ORGANISING AND PRODUCING TOP CLASS EVENTS AT OUR VENUE.***

The Club office hours are 08:00 am to 16:00 daily Monday to Friday Closed Saturday, Sundays and Public Holidays.

Contact Numbers

Office Phone 031-768 1251/ 063 - 1617689

Email [admin@shongweniclub.co.za](mailto:admin@shongweniclub.co.za)

Web page [www.shongweniclub.co.za](http://www.shongweniclub.co.za)

**SHONGWENI CLUB**

**SHOW SCHEDULE CHECKLIST**

GM- Club manager; SH- Show holder; F&B- Food and Beverage manager; Grounds- Grounds manager; Admin

MONDAYS the club is closed and if any due date falls on a Monday, it must be given the day before

Date	Description	Other	Responsibility	Received/ Done (date and initial)	Actioned (date and initial)
<b>Linked to closing date</b>					
Closing date of entries	Pay arena hire fees		SH		
Closing date of entries +1	Provide Grounds and GM with # of rounds/ horses and # of stables		SH		
<b>Linked to show date</b>					
Show date -28	Confirm 2 arenas or 1 arena		SH		
Show date -28	Invoice for arena hire based on above&		GM		
Show date -28	Eventing to confirm which portables are required and route to be used		SH, Grounds, GM		
Show date -14	GM to show SH equipment available and confirm suitability*		GM		
Show date -14	Eventing- provide course build requirements		SH		
Show date -8	Provide catering requirements to F&B		SH		
Show date -7	Confirm Initial arena prep instructions\$		SH		
Show date -5	Stable plan to be provided		SH		
Show date -4	Provide course build for SJ/ Showing/ Equitation		SH		
Show date -3	Raking and watering schedule for each arena for during the show		SH		
Show date -2	Start of day: Charge timing equipment		Admin		
Show date -2	End of day: Confirm arenas are in correct condition		SH and GM		
Show date -1	Confirm arenas again		SH and GM		
Show date -1	End of day or on show day- hand over timing equipment		Admin		
<b>SHOW DATES</b>					
Show date +2	All Club owned equipment cleaned and packed away correctly		Grounds		
Show date +3	Plan for any repairs to be made		Grounds		
Show date +3	SHB to have removed all own / rented equipment from the property		SH		
Show date +4	Remind SHB to remove any remaining signage by no later than day +7		SH		
Show date +5	Invoice remainder of costs		GM		

Show date +7	Remove remaining signage and bill associated costs to SHB		GM		
Show date +10	Invoice for remaining costs to be paid		SH		

	Name	Signature	Date
Club manager approval:			
Grounds manager approval:			
Food and Beverage approval:			
Show holder approval:			

\* By this date, the equipment must be in show condition

\* This includes how the showholder wants arenas watered and raked (how heavily and on what days), layout of showing arenas etc

& If the 2nd arena is confirmed but then not used, 50% is still payable

Dates booked            November calendar schedule- all stakeholders  
    To be booked with Shelly Moore, Sebastian to be Extra  
 shows/ Changes        included

**SHONGWENI CLUB**

**SHOW EQUIPMENT REQUIRED**

SHOWHOLDER REQUIREMENTS	
On booking the show the following must be provided	Details
Arena initial prep*	
- Date (eg water 2 days before show date)	
- Date	
- Date	
Showing arena prep instructions- attach	
Grounds staff required on site- time	
Management required on site- time	
Additional ground staff required (over and above whats included in the show holders booklet)	
Show start time	
Rake and water 1- provide time or "after class xx"	
Rake and water 2	
Rake and water 3	
Rake and water 4	

Grounds staff can leave	
Management can leave	
Show end time	
<b>Arenas</b>	
Jane Latimer	
Debutante	
Wendy Venniker	
Warm up JL	
Warm up Debutante	
Dressage 1	
Dressage 2	
Dressage 3	
Dressage 4	
Eventing track	
Temp paddock area required?	
<b>Stabling</b>	
Estimated number of stables required (confirm at closing date of entries)	
Secure stabling required? (confirm number)	
<b>Equipment</b>	
Show jumps- # of jumps	
Category of jumps	
Timing equipment	
Eventing portables- identify jumps	
No of Judges booths	
No of PA systems	
PA systems- location	

Additional dressage equipment:	
-	
-	
Showing equipment:	
- Mat	
- Gate	
- Bending poles	
- Flowers/ foliage	
- Poles	

- Tables	
- Chairs	
- Mounting block	
- Other 1	
- Other 2	
- Other 3	
Safety requirements:	
<b>Extra SHEQ requirements: @</b>	
Additional security	
Safety file	
- Other	
<b>Other requirements:</b>	
- Additional toilets	
- Additional arena maintenance equipment (Water tankers, rollers)	

* pass through costs		
* if space allows		
* is subject to usage of arena and ability to perform the required tasks on set dates		
	<b>Name and Signature</b>	<b>Date</b>
Club manager approval:		
Grounds manager approval:		
Food and Beverage approval:		
Show holder approval:		