

**Strathgartney Equestrian Park**  
18 Strathgartney Road  
**Opening and Closing Instructions**

**Opening:**

1. Keys and combinations will be given to you by a SEP representative before the date of your event. Please do not lose keys and return them as soon as your event is complete.
2. There are "Horse Show Today" signs in the Dressage (green) Shed if you wish to use them. Place them at the end of McManus Road and ensure they are not too close to traffic to cause a hazard.
3. All gates are to be kept closed whenever horses are on-site. This is particularly important for the entrance gate. Ensure they are placed properly on their resting blocks, whether open or closed, do not leave them sagging.
4. Equipment is located in two storage buildings: Green "Dressage" Shed and Red "Jump" Shed. There are also 3 barrels for barrel racing and a wooden bridge for trail classes. A metal trail class gate is in the Dressage Shed as well as 6 pole bending poles. There is a measuring wheel in the Jump Shed and rakes. There is a potato belt harrow next to the Dressage shed to drag the rings. Flags and numbers for the cross-country course are located in the Dressage shed. Numbers for jumper courses are in the jump shed.
5. The dressage ring, show jumps and cross-country course are property of Horse Trials PEI. They have generously allowed users of SEP to use this equipment, so please handle them with care. If there is an issue with a piece of equipment or something gets broken, please let the SEP Committee or HTPEI know so that it can be repaired before the next booking.
6. The Secretary's Booth contains a table, desk and chairs, as well as the sound system. Please do not adjust the speaker wires. Plug in the sound system to use. Push the square power button on right hand side of on the speaker system to turn it on. There is a wired mic and there are two cordless mics as well, the upper smaller sound system has to be turned on as well to use the cordless mics. (FYI, if you plan to use the cordless mics, please note you will 9v batteries). There is a volume switch on the cordless mic system as well as each component on the main system, as well as an overall volume on the main system, located on the right-hand side of system. There is a cable to plug a phone or other music player with a headphone jack to play music through the sound system if needed.
7. Breakers will need to be turned on in the panel box located in the Canteen to turn on power to the Secretary's Booth and washroom.

**Closing:**

1. Place all equipment back in the storage buildings. Please place it as close as possible to how it was before you removed it and try to leave everything neat and tidy.
2. Remove all paperwork and garbage from Secretary's Booth unplug sound system, and turn off breakers (except water pump) in Canteen.
3. Ensure all garbage is cleaned up on grounds and take it with you when you leave.
4. Remove all decorations you may have used during the show and take them with you when leaving. If you are unable to remove all items that same day, please advise the SEP Committee when you will be back to remove the remaining items.
5. Return the "Horse Show" signs back to storage buildings.
6. Close all gates, make sure they are placed on their blocks and chained.
7. Ensure main entrance gate is closed, chained and locked upon leaving.

## Strathgartney Equestrian Park 18 Strathgartney Road

### Open and Closing Instructions Canteen

The Canteen is cleaned and inspected annually before the start of each season. Most supplies are provided, including disposable plates, cups and cutlery, paper towel, BBQ utensils, cleaning supplies, bleach, sanitizer test strips, food thermometer, hairnets, gloves, aprons, tables, etc. There is a BBQ, users are to provide their own propane for the BBQ. There is also a microwave, fridge, toaster, kettle and coffee maker.

#### Opening:

1. Move the BBQ outside and ensure it is placed far enough away from the building so as not to be a fire risk. Install propane tank (you will need to bring your own tank). Before using the BBQ, ensure it is clean.
2. Turn on the breakers in the panel box.
3. If you will need hot water, first turn on the breaker in the panel box and then the hot water heater switch which is on the wall to the left of the sinks. If you do not need hot water (using prepackaged foods only, nothing to wash), please leave the breaker and the switch off. Always ensure the water pump is turned on and the hot water heater is full before turning the hot water switch on.
4. Close the fridge and freezer doors and plug in the fridge. Ensure the fridge has reached the proper temperature before leaving food items in it.
5. Place Waste, Compost, and Recycling cans outside in various places to ensure people can find them. You will likely want some inside the canteen as well. Bags for these cans are clear for both waste and compost, blue for recyclables. Users must take all garbage with them at end of day and please check the grounds for any litter left behind.
6. Ensure you follow proper food handling procedures and complete all safety charts throughout the day for sanitizing, food temperatures, etc.
7. If preparing and selling foods, there must be a person onsite with a Food Handling Safety Certificate which must be posted in the Canteen.

#### Closing:

1. Gather up all garbage: this must be taken off-site by the user, do not leave it behind. Check around seating areas, fence-lines, and general grounds for any garbage left behind.
2. Remove all food items from the fridge and canteen and take them with you when you leave.
3. Clean the BBQ utensils, canteen surfaces and sweep the floor.
4. Unplug the fridge and microwave and ensure fridge doors are left open.
5. Turn off all breakers EXCEPT leave the water pump breaker on. The water is left on for the summer to provide washroom usage and ability to water animals. Please **do not** turn the Water Pump Switch off (located above the water tank) and **do not** turn off the water pump breaker in the panel box (second from top on left). Ensure all sink taps are turned off, including in washroom.
6. Place garbage cans, tables, and BBQ and other equipment back inside the Canteen and lock doors.