



24/11/2017

CALLING TENDERS FOR STABLE WARDEN DUTIES AT 2018 SHC Grand National.

OVERVIEW

TWO PERSONS REQUIRED – To service over 400 horses Bumping In & Out over 6 days.

BUMP IN - Monday 19th March 9.00am checking bale allocations, locking portables, setting up office for arrivals, Sign in of items from SIEC etc. First arrivals-12.noon

OFFICE HOURS - Mon 12.00pm- 8.00pm/ Tues- Saturday 6.30-7.00pm Su- 7.00 am to 1.00pm

BUMP OUT- Throughout event until Final EXIT Sunday 25th 7.00am -12.00pm

RESPONSIBILITIES INCLUDE:

- Buggies provided to service unlocking of Stable doors on arrival and for deliveries of extra shavings over the event.
- Inspection & locking of Stables on Bump Out.
- Carry out stable count of a night with SIEC Official
- Distributing information to staff on Buggies
- Management of Stable Office: Including collect & receipt money for extra nights stables, Camping or Extra shavings ordered. (During peak arrival times SHC staff will assist in opening stables & three buggies in use, SHC Treasurer assisting in the office).
- Check arrival and departure date correspond with information on envelope for each competitor & collect any shortfall in payment as necessary.
- Problem solve issues that may arise from Stables during the event
- Refer any incident outside responsibility to Show Coordinator &/or SHC Official.

STABLE BONDS: Have been paid at time of entry. Yellow forms to be given on Bump In & to be returned to office on Bump out with bank details. When passed as CLEAN, refund will be deposited into nominated bank account.

CAMPING STICKERS - Will be in competitors packs at Show office.

ACCOMMODATION- It is desirable that you stay on the grounds at SIEC- A cabin with two single beds is supplied, as well as Breakfast, Lunch & Dinner from the Food outlets or Committee Room.

Please provide detail of relevant experience, references & the number if hold ABN.

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Confidential Tender to be submitted by Closing Date: 8th December 2017

To: The SHC Finance Committee

Email romastone11@gmail.com

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Please direct any enquiries to Show Coordinator Leonie Roberts Mob. 0412 570 103