

Ludwigs Horse Show Grounds Rental FAQ

How do I rent the Grounds?

Begin by searching for an available date on our public event calendar at:

<https://ludwigshorseshow.com/contact-us/calendar-events/>

Next, send an email to rentals@ludwigshorseshow.com describing your event and desired date. We will verify there are no conflicts with the date or issues with the event and prepare a rental agreement for you. Once we have received the signed agreement and the reservation fee from you, your event date will be added to our calendar.

Note: Until a reservation fee has been received, your date is not guaranteed and subject to rental to other parties.

What is included in my rental fee?

The fee only covers the Grounds rental - you will have to provide port-a-potties, tents, tables, etc. as required for your event. For horse shows, the fee includes the use of our jumps as well as pre-show ring preparation (i.e. dragging and watering). Ring maintenance during the show is the responsibility of the renting organization.

Note: Use of the rings is only allowed for horse shows.

What permits do I need?

You must contact the West Vincent Township office (610-458-1601) and obtain an event permit to comply with a new Township event ordinance. There is a fee of \$100 for the permit. If you erect tents larger than 20'x20' (see below), they also require a permit and inspection by the Township.

What utilities are available for events?

Electric service drops are available at several sites on the Horse Show Grounds (see map). There is an extra fee for RV power hookups. A 10,000 gallon onsite non-potable water tank is available for watering the rings and washing horses.

Do you have potable water available for food vendors to use at my event?

Our well water supply includes a UV purification system and is tested twice annually. If you require a more current test certificate, then you can arrange to have it tested before your event (at your expense).

Are there any restrictions on food and alcohol at my event?

If your event provides food or alcohol, then you and your vendors must abide by the Chester County Health Department's Guidelines for Temporary Food Facilities.

Food vendors must be licensed with the Chester County Health Department (CCHD) in order to operate during events. If a vendor does not already have a CCHD annual license, then they must apply for a temporary food license here: <https://www.chesco.org/2652/Temporary-Events>

Temporary food license applications must be submitted at least five (5) business days before an event, but ideally they should be submitted at least 2 weeks prior. This will allow time to address any unexpected issues well in advance.

For questions regarding food vendors or licensing, please contact:

Jo Vanderloop

Chester County Health Dept.

mvanderloop@chesco.org

(484) 746-9522

What if my event needs a Rain Date?

We don't have a specific rain date policy. Please contact us directly and will try to accommodate you.

How long will I have access to the Show Grounds for setup and teardown before/after my event?

Typically, two days before and two days after the event date, provided that this does not interfere with other activities on the grounds.

What time of day can we run our event?

You can use the grounds beginning at sunrise. Events must be completed by 10PM.

What is the policy for using tents on the Grounds?

If your event uses tents that are staked into the ground (i.e. not "pop-up" tents), then our contract requires that you obtain these from our approved tent vendors (see vendor list). Also note that tents larger than 400 sq. ft. (i.e. 20'x20') require a permit/inspection from West Vincent Township.

What about parking and traffic control?

You are responsible for managing parking on the grounds for your event. Parking is on grass areas with no marked spaces. There is room onsite for up to 600 vehicles *if* parking is supervised

by event staff to ensure cars are parked compactly. Unsupervised parking capacity will be considerably less.

Depending upon the size of your event, you may also be required to provide for traffic control on Rt. 100.

Do I need insurance for my event?

Yes. You are required to obtain a policy covering the use and maintenance of our facility for the duration of your use of the grounds according to the terms set forth in our rental agreement.

How many portable toilets do I need?

You are responsible for providing sufficient sanitary facilities for your event. Please refer to the following chart to determine the number of portable restroom units required.

		LENGTH OF EVENT (HOURS)									
		1	2	3	4	5	6	7	8	9	10
ATTENDEES	50	1	1	1	1	2	2	2	2	2	2
	100	2	2	2	2	2	3	3	3	3	3
	250	2	2	2	2	3	3	3	3	3	3
	500	2	4	4	5	6	7	9	9	10	12
	1000	4	6	8	8	9	9	11	12	13	13
	2000	5	6	9	12	14	16	18	20	23	25

**FOR EVERY 4 RESTROOMS ADD 1 HANDICAP AND 1 SINK
ADD 15% - 20% MORE IF THERE ARE FOOD AND DRINKS**