

School / Organisation Set Camp Booking Request Form

Please Note:

Your School / Organisation will be charged the full cost of any damage to tents, marquee and equipment, which may include full replacement.

You will be charged in accordance with the numbers stated on this form. The only amendment accepted is if there is an increase in numbers.

| | | | | | |
|--------------------------------|-------|-----------------------------|---------------------------------|------------------------|---------|
| Date Booking Received: | | | Debden Staff Name: | | |
| Name of School / Organisation: | | | | | |
| Contact Name: | | | | | |
| Finance Contact Name: | | | | | |
| Address: | | | Invoice Address (if different): | | |
| Email Address: | | | Telephone no: | | |
| Finance Email Address: | | | Finance Telephone no: | | |
| Number of Adults | Male: | Female: | Number of Under 16's | Male: | Female: |
| Date of Arrival: | | Date of Departure: | | Number of Nights: | |
| Number of cars: | | Number of Vans / Minibuses: | | Number of Day Visitors | |
| Signed: | | | Date: | | |

Please Note: Arrival time is no earlier than **10am** – Departure time no later than **10am** on last day.

Please complete a School / Organisation Set Camp Resource Form and discuss your School / Organisation Set Camp booking requirements with the booking officer at the time of booking.

Schools/Organisations must bring their own eating utensils, sleeping bags, towels, cooking pots, pans, washing up bowl, washing up liquid, rubbish bags etc.

Cancellation: The full booking value is charged if you cancel within 8 weeks of commencement date.

Debden House Centre
 Debden Green
 Loughton
 Essex IG10 2NZ

T +44 (0) 20 8508 3008
 E debden.house@newham.gov.uk

School/Organisation Set Camp Resource Order Sheet

Please Note: Your School/Organisation will be charged the full cost of any damage to tents, marquee and equipment including full replacement.

Name of School/Organisation:

Official in charge: Date of Arrival:

No. of Adults: Date of Departure:.....

No. of Children: Date form completed:

| Item | Debden Sign Out | School / Organisation Sign Out | Debden Sign In | School / Organisation Sign In |
|-------------------------------|-----------------|--------------------------------|----------------|-------------------------------|
| Large Marquee | | | | |
| Tents | | | | |
| Roll Mats | | | | |
| Ground Sheets (if applicable) | | | | |
| Tables & Chairs | | | | |
| Fire Extinguisher | | | | |
| Electric Lights & Lead Hookup | | | | |
| Cooker – Double Burner | | | | |
| Gas Cylinder | | | | |
| Water Barrel & Carrier | | | | |
| Broom & Dustbin | | | | |

Please note: Schools/Organisations must bring their own eating utensils, sleeping bags, towels, cooking pots, pans, washing up bowl, washing up liquid, rubbish bags etc.

Date Signed:

Organiser:

Debden Campsite Staff:

Debden House Centre
 Debden Green
 Loughton
 Essex IG10 2NZ

T +44 (0) 20 8508 3008
 E debden.house@newham.gov.uk

Debden House Set Camp Price List for Schools, Organisations and Groups

Prices are per person per night.

| Description | Newham School / Group | Non Newham School / Group | Other Organisations |
|--------------------------------------|---------------------------------------|--|--|
| Set Camp (Schools and Organisations) | Under 16's - £8.00 Adults - £12.50 | Under 16's - £10.00 Adults - £15.00 | Under 16's - £12.50 Adults - £18.00 |
| Duke of Edinburgh Scheme | Under 16's - £6.00 Adults - £9.00 | | |

Debden House Centre
 Debden Green
 Loughton
 Essex IG10 2NZ

T +44 (0) 20 8508 3008
 E debden.house@newham.gov.uk