

## 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: .....

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

Prices are per person per night.

Description	Newham Maintained School / Group	Other School /Group	Other Organisations
Set Camp (Schools and Organisations)	Under 16's - £10.00 Adults - £15.00	Under 16's - £12.00 Adults - £18.00	Under 16's - £15.00 Adults - £22.00
Duke of Edinburgh Scheme	Under 16's - £8.00 Adults - £11.00		

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