

# School Camp Booking Request Form

Date Booking Received:				Debden Staff Name:			
Name of Group/School							
Contact Name:							
Finance Person Name:							
Address:				Invoice Address if different:			
E-Mail Address:				Telephone no:			
Finance Email:				Finance Tel. No:			
Number of Adults:		Male:	Female:	Number of Under 16's:	Male:	Female:	
Date and Time of Arrival:			Date and Time of Departure:		Number of Nights:		
Cars:			Vans:		Day Visitors:		
Signed:				Date:			

**Please Note:** Arrival time no earlier than **10am** – Departure time no later than **10am**

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

In accordance with the Data Protection Act 1998, please be advised that information declared by you on this form, will be held in an electronic format. For further information please contact Debden House.

**Cancellation** – 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

## Set Camp Resource Order Sheet

Name of school: ..... No. of people: .....

Item	Time	Date	Out	In	Debden Sig	School Sig	Comments
Large Marquee							
Tents							
Roll Mats							
Ground Sheets							
Tables							
Chairs							
Fire Extinguisher							
Electric Lights & Lead Hookup							
Cooker – Double Burner							
Gas Cylinder							
Cooking Pots							
Large Frying Pan							
Milk Pan							
Jug							
Colander							
Stove Kettle							
Water Barrel & Handle							
Set of utensils							
Cheese Grater							
Tin Opener							
Washing Up Bowl							
Broom							
Dustbin							

Please note – you will need to bring your own eating utensils, sleeping bags, towels etc.

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## 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
Set Camp (Schools and Organisations)	Under 16's - £8.00 Adults - £12.50	Under 16's - £10.00 Adults - £15.00
Duke of Edinburgh Scheme	Under 16's - £5.00 Adults - £8.00	

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