

School / Organisation 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:					
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 Camp Resource Form and discuss your School / Organisation 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 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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