

## Set Camp Booking Request Form

Please print, complete and post back (or scan and email) to Debden House at least one month prior to start of set camp.

Confirmation of your booking request will be emailed within 48 hours of receipt of the request form.

|  |  |       |  |                    |  |                       |  |                   |  |         |  |
|--|--|-------|--|--------------------|--|-----------------------|--|-------------------|--|---------|--|
| Date Booking Received:   |  |       |  | Staff Name:        |  |                       |  |                   |  |         |  |
| Name of Group:   |  |       |  |                    |  |                       |  |                   |  |         |  |
| Contact Name:  |  |       |  |                    |  |                       |  |                   |  |         |  |
| Address:   |  |       |  |                    |  |                       |  |                   |  |         |  |
| Email Address:   |  |       |  |                    |  | Telephone no:         |  |                   |  |         |  |
| Number of Adults:  |  | Male: |  | Female:            |  | Number of Under 16's: |  | Male:             |  | Female: |  |
| Date of Arrival:   |  |       |  | Date of Departure: |  |                       |  | Number of Nights: |  |         |  |
| <p>Please note: Arrival time no earlier than 10am, departure no later than 10am.</p> <p>Please complete a set camp resources form and discuss your booking with the officer at time of booking.</p> <p><b>Cancellation charges: Full charge applies if you cancel within 8 weeks of commencement date.</b></p> |  |       |  |                    |  |                       |  |                   |  |         |  |
| Signed:  |  |       |  |                    |  | Date:                 |  |                   |  |         |  |

|                 |      |               |              |            |
|-----------------|------|---------------|--------------|------------|
| Staff Comments: |      |               |              |            |
|                 |      |               |              |            |
| Activities      | Food | Total Numbers | Deposit Paid | Receipt No |
|                 |      |               |              |            |

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.

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.

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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<br>Adults - £12.50 | Under 16's - £10.00<br>Adults - £15.00 |
| Duke of Edinburgh Scheme             | Under 16's - £5.00<br>Adults - £8.00  |  |

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