



LONDON BOROUGH OF NEWHAM
Debden House Centre
Debden Green, Loughton, Essex, IG10 2NZ
020 8508 3008
www.debdenhouse.com

School / Youth / Organisation Set Camp - Booking Form

Date booking was received:	Full name of main contact:		
Name and address of school/organisation:		Postcode:	
Telephone Number:	Email:		
Finance Telephone Number:	Finance Email:		
Billing name and address if different from above:			

Booking requirements			
Date & Time of Arrival:	Date & Time of Departure:		Total No. of Nights:
Total No. of Staff:	No. of Male Staff:	No. of Female Staff:	
Total No. of Children/Youth:	No. of Male Children/Youth:	No. of Female Children/Youth:	
No. of Cars:	No. of Vans:	No. of Minibuses:	No. of Day Visitors:

Prices: All schools & Youth organisations Under 16's are £20 per child & £26 per adult. Other Organisations (non school) Under 16's are £24 per child and £30 per adult.

Please Note: You will be charged in accordance with the numbers stated above. The only accepted amendment is if there is an increase in numbers. We cannot accept lower numbers than what is prescribed on this form. There is a minimum of 50 people per camp.

Arrival time is **10am** – Departure time no later than **10am** on day of departure.

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.

TERMS AND CONDITIONS

School / Youth / Organisation Set Camp

1. We wish to provide your school/youth group with the best camping experience, we ask that everyone takes responsibility for the equipment and space provided.
2. Debden Campsite abides by all Health & Safety regulations and staff will be inducted in regards to this upon arrival.
3. The group will be welcomed by one of our staff team, who will be brief them about the site and conditions of stay.
4. The staff responsible for the group will receive several items to facilitate a safe experience ie a radio, charger, barrier clicker, gate codes and emergency contact numbers to assist during your stay. Please ensure you keep these items and information safe and relay to all your staff team. Once your visit has ended you must return all items promptly.
5. The school/Youth group are responsible for overall Health & safety of the children/YP in their care. Please ensure you have your own first aid kit and that there are sufficient first aiders within your staff team.
6. All equipment will be provided in good working order and clean. Please ensure all equipment is returned in the same condition. E.G Marquee, tents, tables, chairs, electric cooker, kettle, fridge and overall site are all cleaned and litter picked before departure. A member of our staff team will meet with the group leader to ensure everything is checked and returned in good order.
7. Any cleanliness issues will need to be rectified before departure, if however for some reason this is not possible, Debden Campsite will add additional charges for extra cleaning requirements.

What payment terms apply?

- Debden Staff will provide a booking reference number which will be used to make payment. Please visit debdenhouse.com where you will access our online booking system 'Anytime'.

What happens if you need to cancel a booking?

For all bookings, Debden House recognises there needs to be an agreed 'Cancellation Policy'. Here are the terms we are governed by:

Date of Cancellation	Cancellation charge accepted
43 days prior to commencement date	No charges incurred
42 days or less (6 weeks)	100% charge of total booking for cancellation

What happens if Debden House has to cancel a booking?

- In the unlikely event that Debden House cancels a booking, any monies paid to the venue shall be returned in full.
- Debden House may cancel the booking without liability to the Customer and terminate the contract in the following situation:

– If the venue or part of it becomes closed due to events beyond their control. EG: flood, fire, pandemic, etc.

Customer Signature : _____

Date: _____

For Debden Staff use only:	
Name of staff taking the booking:	Total Cost:
Comments:	