

Dear Camping Coordinator,

We are pleased that you are interested in renting space for your event at one of the Girl Scout Heart of New Jersey camps. We appreciate the opportunity to serve you.

Camp DeWitt is situated on 152 acres in the Sourland Mountains in Hillsborough, NJ. Our sites are perfect for an outdoor picnic, hike or overnight camping. We offer gently sloping hills, large fields for camping or play, wooded and open campsites, platform tents, tebins and a cabin in the woods with amenities such as pavilions, picnic tables, large fire rings, pit latrines and seasonal water taps. Miles of trails throughout the forest, open fields and roads are available year round for hiking, orienteering, and Geo-caching.

**This packet contains important information including fees, basic policies and a reservation form. Please read carefully all of the documents and fill out the enclosed Site Reservation Form and return with the required \$100.00 non-refundable/non-transferable deposit. Reservations will be entered in our schedule only when a deposit and the proper paperwork are received.**

**All cancellations and site releases must be received in writing 8 weeks prior to your arrival at camp. Final payment is due 4 weeks prior to your arrival as well. All paperwork and necessary certifications are due at least two weeks prior to your arrival. In addition, Girls Scouts groups should follow trip procedures, including completing a Troop Trip Application.**

We will contact you prior to your event to offer any assistance you may need in planning your stay with us. It is likely that you will be sharing the facility with others and scheduling is necessary to accommodate the needs of everyone on site. When sharing the facility contact information will be shared with all parties.

If you have any questions please do not hesitate to contact us at [rentals@gshnj.org](mailto:rentals@gshnj.org) and in the subject line please indicate your rental date and Camp DeWitt.



## DeWitt Site Reservation Fees

SITE	<u>DESCRIPTION</u>	<b>GSHNJ</b> One Night/ Two Nights	<b>Non-Profit</b> One Night /Two Nights
	<b>Available Year Round</b>		
<b>DeWitt Cabin</b> Capacity 20	Our newly renovated cabin is suitable for all groups and heated for year round use. There is a large main room for sleeping and gathering with tables and chairs. Full kitchen – includes refrigerator, stove, microwave, cooking equipment, dishes and silverware. Outdoor fire circle, three season porch, picnic tables and a latrine nearby. (2 cots and mattresses; all others sleep on the floor)	\$150 / \$250	\$250 / \$400
	<b>Seasonal Accommodations- Mid April to Mid October</b>		
<b>Hawley Field</b> Capacity 120 20 in tents	Four platform tents that contain 5 cots and mattresses each. Pitch your own tent or sleep under the stars in our 1.25+ acre field. A pavilion with picnic tables and a fire circle are available for your use. Latrines are located nearby for your use.	\$120 / \$180	\$180 / \$270
<b>Lower Mountain View Tents</b> Capacity 30	Six platform tents that contain 5 cots and mattresses each. A pavilion with picnic tables and a fire circle are available for your use. Latrines and water tap are located at a distance. Pitch your own also available.	\$120 / \$180	\$180 / \$270
<b>Upper Mountain View Tents</b> Capacity 25	Five platforms tents that contain 5 cots and mattresses each. Two fire circles make outdoor cooking easy. Latrines and water tap are located at a distance. Pitch your own also available.	\$100 / \$150	\$150 / \$225
<b>Meadow Field</b> Capacity 30	Six platform tents that contain 5 cots and mattresses each. Two fire circles make outdoor cooking easy. Latrines and water tap are located nearby. Pitch your own also available.	\$120/ \$180	\$180/ \$270
<b>Engleman Field and Tebins</b> Capacity 180 30 in Tebins	Pitch your own tent or sleep under the stars in our 3+ acre field. Included are five Tebins (roofed half cabins/half tent) that sleep six each. A pavilion with picnic tables and a fire circle are available for your use. Latrines and water tap are located at a distance.	\$160/ \$240	\$240 / \$360
<b>Pool Field</b> Capacity 120	Pitch your own tent or sleep under the stars in our 2.5+ acre field. A pavilion with picnic tables and a fire circle are available for your use. Latrines and water tap nearby.	\$120/ \$180	\$180/ \$270
<b>Program Field</b> Capacity 36	A small open field that is great for overnights to remember. A pavilion with picnic tables and a fire circle are available for your use. Latrines and water tap are located nearby for your use.	\$40 / \$60	\$60 / \$90
<b>Camp-Wide All the Above</b>	Want the whole camp for your group! This is the package for you! Two night overnight accommodations are part of the fee; staff and activities are additional.	\$1200	\$1500
<b>Day Trip</b>		\$3 per day	\$3 per day
<b>All Inclusive Available May to June</b>	Join us for the weekend and we will do all the work! Your stay will include accommodations in our cabin/tents, meals, evening snacks, evening program, activity periods on Saturday and all the necessary supplies for your camp adventure! Minimum of 20 participants needed. 1 night stay –2 or 3 meals – 1 evening snack; 2 night stay – 4 meals – 2 evening snacks	<b>1 night</b> <b>\$75/girl</b> <b>\$40/</b> <b>adult</b>	<b>2 night</b> <b>\$100/girl</b> <b>\$60/</b> <b>adult</b>



## Site Reservation Form – Camp DeWitt

**Instructions:** Please complete this reservation form and return it with your deposit. A confirmation, invoice, site reservation materials and site specific information will be emailed to you. No reservation request will be held without the deposit payment.

**Questions:** Please email: [rentals@gshnj.org](mailto:rentals@gshnj.org)

**Type of Rental Group:** choose one

GSHNJ Council      GSHNJ SU #\_\_\_\_ GSHNJ Troop #\_\_\_\_ Out-of-council GS      Non-Profit      Private  
Troop Camping \_\_\_\_\_ Service Unit Camporee \_\_\_\_\_ Family Group \_\_\_\_\_

**Person in Charge of Activity:**

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Name	Cell Phone
Address	City/State/Zip
Email Address (please print)	

**Facility Requested:** Please indicate your choice of arrival and departure date and time.

DeWitt Cabin	<input type="checkbox"/>	Choice _____	Program Field	<input type="checkbox"/>	Choice _____
Meadow Field Tents	<input type="checkbox"/>	Choice _____	Upper Mountain View	<input type="checkbox"/>	Choice _____
Hawley Field	<input type="checkbox"/>	Choice _____	Lower Mountain View	<input type="checkbox"/>	Choice _____
Engleman Field and Tebins	<input type="checkbox"/>	Choice _____	Pool Field	<input type="checkbox"/>	Choice _____
Day Trip	<input type="checkbox"/>	Choice _____	# of Girls _____	# of Adults _____	
All Inclusive	<input type="checkbox"/>	Choice _____	# of Girls _____	# of Adults _____	
A la Carte	<input type="checkbox"/>	Ropes Course/Zip Line	<input type="checkbox"/>	Archery	<input type="checkbox"/>
			<input type="checkbox"/>	Geocaching	# of Girls _____ # of Adults _____

1 <sup>st</sup> Choice	Arrival _____	Departure _____
2 <sup>nd</sup> Choice	Arrival _____	Departure _____

**Site Reservation:**

Total fees of \$100 or less must be paid in full at the time of the reservation in order to hold the site. If the fees total over \$100, a deposit of \$100 is due at the time of the reservation in order to hold the site. The remainder of the rental fee is due 4 weeks prior to arrival at camp. If the date you requested is available, a rental invoice with billing and additional information will be issued. If the date is not available, you will be notified. If no date works for your group, then the deposit will be refunded. All Non-GSHNJ rental groups will need to provide a Certificate of Insurance naming GSHNJ as the insured for dates of the trip

**Canceling a portion of the site or the entire site:**

All cancellations must be received in writing 12 or more weeks prior to your arrival date. If you cancel by this time, you will receive a refund minus the non-refundable/non-transferrable deposit. No refund will be issued if fewer than 16 weeks' notice is given. If the site is closed by GSHNJ due to weather or maintenance problems, a credit for a future rental or a full refund will be issued.

**Payment Method:** choose one / make payable to Girl Scouts Heart of NJ (GSHNJ)

Check      Money Order/Certified Check      Visa      MasterCard      Discover

Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Card holder name and zip code \_\_\_\_\_

**Mail to:** Girl Scouts Heart of NJ, Attn: Camp Support, 1171 Route 28, North Branch, NJ 08876

**Activities Building**       Half Day  am  pm       Full Day       Full Weekend  
 (For Program)

**Geo-caching**      \_\_\_\_\_ # of units to rent at \$5.00 for the day (8 GPS units available). (Ages 10+)  
 The Site Director will provide guidance on use, but this is a self-directed activity.

**A La Carte Activities will be charged on a two hour basis for the activity and instructor plus the day fee for participants.**

**Fees for the following are: \*\$100 for full day program / \$50 for half day program / \$25 for 2 hours**

**ROPES COURSE (available from Mid - April to Mid-October - Ages 8 and up)**  
 Saturday       Full Day  9:00am -1:00pm       2:00pm - 6:00pm  
 For 2 hour rentals would you prefer  am or  pm

**For up to 12 participants each time period 1 staff member**  
 **For up to 24 participants each time period 2 staff members**

**POOL (available from Mid-June to Mid-September - All ages)**

\*All Groups must have certified GSHNJ lifeguards

**SWIMMING**      Saturday  Full Day  9:00am -1:00pm       2:00pm -6:00pm  
 For 2 hour rentals would you prefer  am or  pm

**For up to:  10 swimmers (1 staff)     25 swimmers (2 staff)     35 swimmers (3 staff)**

**ARCHERY (available from Mid - April to Mid-October - Ages 10 and up)**

\*All Groups must have a certified archery instructor

Saturday       Full Day  9:00am -1:00pm       2:00pm -6:00pm  
 For 2 hour rentals would you prefer  am or  pm

**For up to 12 participants each time period 1 staff member**  
 **For up to 24 participants each time period 2 staff members**

**Additional Staff** - I/We would like to hire \_\_\_\_\_ # of staff on a  Full  Half Day Fee to lead the following activities \_\_\_\_\_

**FOOD SERVICES** I would like more information on Food Service options.