

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.

The OVAL is located in the South Mountain Reservation in Maplewood, NJ. The OVAL is the perfect spot for a troop picnic, bridging ceremony, an outdoor day or an overnight camping experience. The adjacent park offers miles of hiking trails to a variety of sites. Our rustic cabins are a great first time camp experience, plus you can enjoy archery, hiking, geo-caching and more.

This packet contains important information including fees, basic policies and a reservation form. Please carefully read 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 12 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 and in the subject line please indicate your rental date and The OVAL.



The OVAL Site Reservation Fees

SITE	<u>DESCRIPTION</u>	GSHNJ One Night/ Two Nights	Non-Profit One Night /Two Nights
	Seasonal Accommodations- Mid April to Mid October		
Wysomish Cabin Oraton Cabin Deer Lodge Natalie Kipp Cabin Talahi Cabin Cherokee Cabin Carol Cabin Capacity 20 -25	Enjoy these cabins with a large main room with stone fireplace that's perfect for making s'mores and screened porches on the sides of the cabin. Each cabin has a kitchen with stove, refrigerator, cold running water, and cooking equipment. Tables, chairs, flush toilet, and sleeping space for all. Outdoor grill and picnic table as well. These cabins make for a great first time camping trip! Each cabin sleeps 20 - 25 participants. (2 cots and mattresses; all others sleep on the floor)	\$100/\$125 Each site	\$150/\$175 Each site
Camp-Wide	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.	\$450/\$675	
Day Trip		\$3 per day	\$3 per day
Fire Ring	Shared by all camp rental groups on the main field.		

The OVAL Program Reservation Fees

SITE	<u>DESCRIPTION</u>
Archery	Available Mid-April to Mid-October Learn the basics of archery; including safety, how to hold a bow and shoot. Requires a certified archery instructor.
Geocaching	Use our GPS units to find the caches hidden throughout The OVAL. Be sure to bring something to leave in the cache so others know you were there. 3 to 4 participants per unit works best. \$5.00 rental fee per unit for the day. Replacement cost \$150 per unit.

	Whole Day	Half Day	2 Hours
Archery Course	\$100	\$50	\$25

Staff Fees

Archery Instructors and additional staff are paid a 2 hour, half day or full day fee. These fees will be part of the final invoice and the staff members will be paid through the council after providing the necessary service to the Camporee/Group.

Whole Day \$165	Half Day \$85	2 hours \$45
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Site Reservation Form – The OVAL

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

Type of Rental Group: circle 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:

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

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

Wysomish Cabin	<input type="checkbox"/>	Choice _____	Oraton Cabin	<input type="checkbox"/>	Choice _____
Deer Lodge	<input type="checkbox"/>	Choice _____	Talahi Cabin	<input type="checkbox"/>	Choice _____
Natalie Kipp Cabin	<input type="checkbox"/>	Choice _____	Cherokee Cabin	<input type="checkbox"/>	Choice _____
Carol Cabin	<input type="checkbox"/>	Choice _____			
Day Trip	<input type="checkbox"/>	Choice _____	# of Girls _____	# of Adults _____	
A la Carte	<input type="checkbox"/>	Archery	<input type="checkbox"/>	Geocaching	# of Girls _____ # of Adults _____
1 st Choice	Arrival _____		Departure _____		
2 nd 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 12 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: circle 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



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

___ ARCHERY (available from April 15th to October 15th - 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

___ 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.

___ 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.