

# Welcome to Camp DeWitt!

## We're so happy to have you here.

Located on nearly 150 acres in Hillsborough, New Jersey, there is something for everyone at Camp DeWitt! From pitching a tent of your own in our fields, to using our own seasonal platform tents to our heated (or air conditioned!) DeWitt Cabin, you'll find accommodations for even the newest campers. Each of our sites has access to nearby latrines and water and our cabin has a fully stocked kitchen for your use. Our fields have covered pavilions to offer shade and shelter from the heat and the rain. Groups are invited to plan your own adventures or arrange for individual program activities for your event, from archery to our low ropes challenge course to make and take crafts! We are here to make your stay easy, enjoyable, and fun!

**This packet includes important information about fees, basic policies, and a reservation form. Please carefully read all of the documents, fill out the Reservation Form, and return it with the required \$100 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 **twelve weeks** prior to your reservation date, or you will be responsible for full payment of sites originally scheduled.
- Final payment for cabins/tent units is due **4 weeks** prior to your arrival. Payment for addons is due the week after your trip.
- All paperwork and necessary certifications are due **two weeks** prior to your arrival.
- Any GSHNJ troops or service units must complete and submit a [Troop Trip Application](#) and [Roster Template](#) **thirty days** prior to your event to [info@gshnj.org](mailto:info@gshnj.org).
- If submitted after **30 days** your trip may not be approved, your event may be cancelled, and you will still be responsible for payment of full fees.
- Prior to arrival, all members of your group will need to verify that they are not presenting any symptoms of illness/communicable disease or recently interacted with anyone who has been ill.



Please note, it is likely that you will be sharing Camp DeWitt with others and careful 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 contact us at [rentals@gshnj.org](mailto:rentals@gshnj.org). Make sure to include your rental date and "Camp DeWitt" in the subject line.



## What Do You Want to Do?

RATES		
<b>Choose your Overnight Camping Event</b>	<b>Available year-round.</b> Select your accommodations, plan your own activities, or pick from ours, and select other venues around camp to explore. Don't forget about meal planning, too!	See below for individual site rates
<b>Day Trip</b>	<b>Available year-round.</b> Use of the camp from 9 am - 6 pm. A covered shelter can be provided for your use, based on availability. Activities are charged based on outlined fees.	\$5 per person per day
<b>Evening Campfire</b>	<b>Available Mid- April to Mid-October.</b> A great way to gather your troop, group, or Service Unit! Come to Camp DeWitt and gather around the campfire S'mores supplies, firewood and fire starters provided. Lead the activity yourself or add on a SME at the fees listed below. Campfire time period is a maximum of 2 hours.	\$6 per person per campfire

## Where Will You Stay? \*Please contact for For-Profit Rates\*

SITE	YEAR-ROUND ACCOMMODATIONS	GSHNJ Rates	Non-Profit Rates *
<b>DeWitt Cabin</b> Capacity - 16	Our 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, as well as a full kitchen – includes refrigerator, stove, microwave, cooking equipment, dishes, and silverware. Outdoor fire circle, three season porch, picnic tables and a latrine nearby. 6 cots and mattresses; all others sleep on the floor.	1 night: \$150 2 nights: \$250	1 night: \$225 2 nights: \$350

SITE	SEASONAL ACCOMMODATIONS (Mid-April to Mid-October)	GSHNJ Rates	Non-Profit Rates *
<b>Hawley Field</b> Capacity 100	Pitch your own tent or sleep under the stars on over an acre of beautiful open space. A pavilion with picnic tables and fire circles are available for your use. Latrine located nearby and a water tap a short distance away for your use. This field is great for multi-level Girl Scout groups or groups with a desire to explore different types of camping, while still being close!	1 night: \$110 2 nights: \$160	1 night: \$200 2 nights: \$280
<b>Lower Mountain View Tents</b> Capacity 24	Six platform tents containing 4 cots with mattresses each. A pavilion with picnic tables and a fire circle are available for your use. Latrines and a water tap are located a short distance away. Some room to pitch your own tents, too! Great site for smaller groups who want to be close to one another.	1 night: \$110 2 nights: \$160	1 night: \$150 2 nights: \$225
<b>Upper Mountain View Tents</b> Capacity 20	Four platform tents containing 4 cots with mattresses each. Two fire circles make outdoor cooking easy. Latrines and a water tap are located a short distance away. Some room to pitch your own tents, too! Great site for smaller groups who want to be close to one another.	1 night: \$90 2 nights: \$130	1 night: \$140 2 nights: \$200
<b>Meadow Field</b> Capacity 30	Pitch your own tent or sleep under the stars on over an acre of beautiful open space. Two fire circles make outdoor cooking easy. Latrines and a water tap are located nearby. Great site for smaller groups who want to be close to one another.	1 night: \$75 2 nights: \$100	1 night: \$120 2 nights: \$170
<b>Engleman Field &amp; Tebins</b> Capacity 150 in field	Pitch your own tent or sleep under the stars on over 3 acres. Included are 4 tebins (roofed half cabin/half tent) that each sleep six – depending on the season, the tebins may not be available (check with the Camp Director). A pavilion with picnic tables and 3 fire circles are available for your use, making outdoor cooking for larger groups convenient. Latrines and a water tap are a short distance away for your use.	1 night: \$180 2 nights: \$260	1 night: \$260 2 nights: \$360



SITE	SEASONAL ACCOMMODATIONS (Mid-April to Mid-October)	GSHNJ Rates	Non-Profit Rates *
<b>Pool Field</b> Capacity 100	Pitch your own tent or sleep under the stars on almost 3 acres. A pavilion with picnic tables and a fire circle are available for your use. Latrines and a water tap are located nearby for your use.	1 night: \$110 2 nights: \$160	1 night: \$200 2 nights: \$280
<b>Program Field</b> Capacity 30	A small open field that is great for overnights to remember. Pitch your own tents or sleep beneath the stars. A pavilion with picnic tables and a fire circle are available for your use. Latrines and a water tap are located a short distance away for your use. Great site for smaller groups who want to be close to one another.	1 night: \$75 2 nights: \$100	1 night: \$120 2 nights: \$170
<b>Camp-Wide – All Sites</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.	\$1500	\$2000

## Do You Need an Activity Space? \*Please contact for For-Profit Rates\*

SITE	RATES	
<b>Activity Building</b>	Includes tables and chairs for 200 (set up/break down by camp staff is not included/guaranteed). Capacity of the room is 348. If you require AV services, an additional fee may be assessed.	\$75 per hour
<b>Troop Meeting Space</b>	Looking for a space for your Girl Scout troop meeting or activity? Then the DeWitt Activity Building is for YOU! Up to 20 participants.	\$30 per hour \$1 per additional person per hour
<b>Activity Building Patio</b>	Covered activity space available separate from the Activity Building. Picnic tables available for your use. During warmer months, handwashing sinks and an outdoor projector are available. If you require AV services, an additional fee may be assessed.	\$30 per hour
<b>Kitchen</b>	Adjacent to the Activity Building. Industrial kitchen is available for use by trained adults. ServSafe Certification is accepted; please contact us if you have another certification. Includes use of refrigerator and freezer, stove, oven, warmer, dishwasher, and limited cooking and serving equipment. Use of the Activity Building is not included.	\$125/meal if you provide your own certified cook



## Add On Some Activities! \*Please contact for For-Profit Rates\*

Activities are based on availability of staffing and may be canceled due to weather.		RATES
<b>Archery</b>	<b>Available Mid-April to Mid-October, 7 years old and older.</b> Learn the basics of archery including safety, how to hold a bow, and how to shoot. Requires a certified archery instructor; see below to add on a subject matter expert. Whole day = 9am-6pm; Half day = 9am-1pm or 2pm-6pm	1 hour: \$40 2 hours: \$75 Half day: \$150 Whole day: \$300
<b>Hiking Trails</b>	A wide variety of terrains and habitats including a transitional forest, animals and plant life, and a beautiful brook. Local trails include Otto's Farm Park, Rock Mill Preserve, Sourland Mountain Preserve, Duke Island Park, and Duke Farms – all a short drive away.	FREE
<b>Low Ropes Course</b>	<b>Available Mid-April to Mid-October, 7 years old and older.</b> A group cooperation and problem solving activity. Requires a trained Low Ropes Course instructor to lead the activities; if you want to include the mini zipline, plan for more time and 2 instructors. Whole day = 9am-6pm; Half day = 9am-1pm or 2pm-6pm	1 hour: \$25 2 hours: \$50 Half day: \$100 Whole day: \$200
<b>Make and Take Crafts</b>	We'll provide instructions and all the supplies you need to inspire your creativity as you craft your own unique work of art to keep as a souvenir or give as a gift.	Varies based on the activity
<b>Outdoor Cooking</b>	Looking to teach your girls about outdoor cooking and need a little help. We'll provide the equipment, recipes, and ingredients for a sweet treat: you lead the activity or we can provide a Subject Matter Expert. You provide any allergy-related substitutes).	Varies based on the activity plus cost of SME
<b>Program In a Box</b>	Program kits include equipment, charts, and instructions to help you lead traditional camp activities including fire building, knife skills & safety, knots, orienteering, hiking, and team building. Not confident enough to lead it yourself? See below to add on a subject matter expert to do the teaching for you.	\$30/day Replacement fees charged for all unreturned equipment
<b>Specialty Programs in the Creation Studio</b>	Want to offer your group a traditional camp arts & crafts experience, but don't know what to do? We can put together everything you need to run Tie Dye, Leather Working, Candle Making or Nature Crafts – easy, classic camp crafts! Instructions available. Want a staff member to take the lead for your group? Add on a subject matter expert, too (see below)!	Varies based on the activity
<b>Subject Matter Experts</b>	Some activities require trained personnel to be present during your planned activity, and the number of personnel depends on the size of your group. We can provide lifeguards, boating instructors, ropes course instructors, archery instructors, arts & crafters, outdoor cooking coaches, and more. Whole day = 9am-6pm; Half day = 9am-1pm or 2pm-6pm	1 hour: \$30/SME 2 hours: \$60/SME Half day: \$120/SME Whole day: \$240/SME

We have a lot to offer at Camp DeWitt and know you can craft a great camp experience with what is available. Use the reservation form below to set your dates and give us a basic idea of what you're looking for in your event. If you are looking for something different from what's listed here, need more information, or want to advice on best practices, we're standing by to help you plan – just reach out! Submit your general outline using the options included below and then be ready for a call to discuss details. Contact us at [rentals@gshnj.org](mailto:rentals@gshnj.org) with questions and/or to submit your completed reservation paperwork.

# Camp DeWitt Reservation Form

Complete this reservation form and return it with your deposit. A confirmation, invoice, and site-specific packet will be emailed to you. No reservation request will be held without the deposit payment. Questions? Contact us at [rentals@gshnj.org](mailto:rentals@gshnj.org)

**Type of Rental Group:** ☐ GSHNJ SU # \_\_\_\_\_ ☐ GSHNJ Troop # \_\_\_\_\_ ☐ Out-of-council GS SU # \_\_\_\_\_

☐ Out-of-council Troop # \_\_\_\_\_ ☐ Non-Profit Group ☐ Family Group ☐ Private Group

- We need to purchase insurance from GSHNJ/Camp DeWitt since we are a family/private group ☐ Yes ☐ No
- As a family/private group, we are able to provide our own Certificate of Insurance coverage ☐ Yes ☐ No

## Event Contact:

Name \_\_\_\_\_ Group Name/Troop Number/SU Information \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address (please print) \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Facility Requested:** Please indicate your choice for overnight accommodations and corresponding dates and times.

DeWitt Cabin	<input type="checkbox"/>	Choice # _____	Program Field	<input type="checkbox"/>	Choice # _____
Meadow Field	<input type="checkbox"/>	Choice # _____	Upper Mountainview/Tents	<input type="checkbox"/>	Choice # _____
Hawley Field	<input type="checkbox"/>	Choice # _____	Lower Mountainview/Tents	<input type="checkbox"/>	Choice # _____
Engleman Field/Tebins	<input type="checkbox"/>	Choice # _____	Pool Field	<input type="checkbox"/>	Choice # _____
Full Camp	<input type="checkbox"/>	Choice # _____	<input type="checkbox"/> # of youth _____ # of adults _____ overnight camping		

☐ # of youth \_\_\_\_\_ # of adults \_\_\_\_\_ for cabin/tent overnight rentals

☐ Day Trip \$5/person # of youth \_\_\_\_\_ # of adults \_\_\_\_\_

☐ Campfire \$6/person # of youth \_\_\_\_\_ # of adults \_\_\_\_\_ Please include a subject matter expert \_\_\_\_\_

1<sup>st</sup> Choice Arrival Date \_\_\_\_\_ Time \_\_\_\_\_ Departure Date \_\_\_\_\_ Time \_\_\_\_\_

2<sup>nd</sup> Choice Arrival Date \_\_\_\_\_ Time \_\_\_\_\_ Departure Date \_\_\_\_\_ Time \_\_\_\_\_

**Reservation fees:** Total fees of \$100 or less must be paid in full at the time of the reservation. If the fees total more than \$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 four weeks prior to arrival. 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 or entire reservation:** 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.

I understand and agree to the Site Reservation Procedures: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Method:** Make payable to Girl Scouts Heart of New Jersey.

☐ Check being sent ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

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

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

Cardholder Name: \_\_\_\_\_ Cardholder Zip Code: \_\_\_\_\_

**Email to:** [rentals@gshnj.org](mailto:rentals@gshnj.org) and if needed **Mail Check to:** GSHNJ, Attn: Finance, 1171 Route 28, North Branch, NJ 08876



## Add-On Activities

Activities may be added-on during your visit, but we encourage you to reserve them in advance to ensure availability. Some are subject to weather, capacity, and scheduling.

☐ **Archery:** Available Mid-April to Mid-October, 7 years old and older. Requires 1 certified archery instructor per every 12 participants. For groups that are larger than 12 a 2-hour session is recommended.

- |   |   |
|---|---|
| <input type="checkbox"/> Full day, \$300 + \$240/instructor | <input type="checkbox"/> 2-hour session, \$75 + \$60/instructor |
| <input type="checkbox"/> 9am-1pm, \$150 + \$120/instructor  | <input type="checkbox"/> 1-hour session, \$40 + \$30/instructor |
| <input type="checkbox"/> 2pm-6pm, \$150 + \$120/instructor  | <input type="checkbox"/> Additional instructor(if needed)       |

☐ **Ropes Course:** Available Mid-April to Mid-October, 7 years old and older. Requires 1 certified low ropes course instructor per every 12 participants, 2 instructors if you would like to include the mini zipline.

- |   |   |
|---|---|
| <input type="checkbox"/> Full day, \$200 + \$240/instructor | <input type="checkbox"/> 2-hour session, \$50 + \$60/instructor |
| <input type="checkbox"/> 9am-1pm, \$100 + \$120/instructor  | <input type="checkbox"/> 1-hour session, \$25 + \$30/instructor |
| <input type="checkbox"/> 2pm-6pm, \$100 + \$120/instructor  | <input type="checkbox"/> Additional instructor                  |

☐ **Creation Studio Specialty Programs:** all supplies included.

- |  |                |  |
|--|----------------|--|
| <input type="checkbox"/> Tie-Dye, \$3/person               | # People _____ | <input type="checkbox"/> Subject matter expert for 1 hr, \$30  |
| <input type="checkbox"/> Leather Working, \$5/person       | # People _____ | <input type="checkbox"/> Subject matter expert for 2 hrs, \$60 |
| <input type="checkbox"/> Candle Making, \$2/person         | # People _____ | <input type="checkbox"/> Subject matter expert 9am-1pm, \$120  |
| <input type="checkbox"/> Seasonal Nature Crafts \$4/person | # People _____ | <input type="checkbox"/> Subject matter expert 2pm-6pm, \$120  |
|  |                | <input type="checkbox"/> Subject matter expert 9am-6pm, \$240  |

☐ **Tie-Dye T-shirt:** \$4/shirt    ☐ **Tie-Dye Bandana:** \$2 each # \_\_\_\_\_    ☐ **Cotton Tote Bag:** \$4 each # \_\_\_\_\_

# Youth Small \_\_\_\_\_ # Youth Medium \_\_\_\_\_ # Youth Large \_\_\_\_\_ # Youth XL \_\_\_\_\_

# Adult Small \_\_\_\_\_ # Adult Medium \_\_\_\_\_ # Adult Large \_\_\_\_\_ # Adult XL \_\_\_\_\_ # Adult XXL \_\_\_\_\_

☐ **Make and Take Crafts:** We'll provide instructions and all the supplies you need to inspire your creativity as you craft your own unique work of art to keep as a souvenir or give as a gift.

- |   |                |  |
|---|----------------|--|
| <input type="checkbox"/> Wooden birdhouse, \$4/person         | # people _____ | <input type="checkbox"/> Subject matter expert for 1, \$30     |
| <input type="checkbox"/> Mini wood slice ornament, \$3/person | # people _____ | <input type="checkbox"/> Subject matter expert for 2 hrs, \$60 |
| <input type="checkbox"/> Wooden picture frame, \$3/person     | # people _____ | <input type="checkbox"/> Subject matter expert 9am-1pm, \$120  |
| <input type="checkbox"/> Canvas tote, \$4/person              | # people _____ | <input type="checkbox"/> Subject matter expert 2pm-6pm, \$120  |
| <input type="checkbox"/> String Art, \$5/person               | # people _____ | <input type="checkbox"/> Subject matter expert 9am-6pm, \$240  |
| <input type="checkbox"/> Rock Painting, \$3/person            | # people _____ |  |
| <input type="checkbox"/> Fairy Houses, \$5/person             | # people _____ |  |
| <input type="checkbox"/> Beady Buddies, \$4/person            | # people _____ |  |
| <input type="checkbox"/> Lanyard Keyring, \$2/person          | # people _____ |  |
| <input type="checkbox"/> Bead Bracelets, \$2/person           | # people _____ |  |
| <input type="checkbox"/> Candle Painting, \$6/person          | # people _____ |  |

☐ **Outdoor Cooking:** we'll provide the equipment, recipes, and food for a sweet treat, you lead the activity (you provide any allergy-related substitutes). Group size may impact variety of supplies.

- |   |                |  |
|---|----------------|--|
| <input type="checkbox"/> S'mores supplies, \$2/person         | # people _____ | <input type="checkbox"/> Subject matter expert for 1, \$30     |
| <input type="checkbox"/> Dessert burrito supplies, \$4/person | # people _____ | <input type="checkbox"/> Subject matter expert for 2 hrs, \$60 |
| <input type="checkbox"/> Banana boat supplies, \$3/person     | # people _____ | <input type="checkbox"/> Subject matter expert 9am-1pm, \$120  |
| <input type="checkbox"/> Campfire apples supplies, \$3/person | # people _____ | <input type="checkbox"/> Subject matter expert 2pm-6pm, \$120  |
| <input type="checkbox"/> Campfire cones supplies, \$4/person  | # people _____ | <input type="checkbox"/> Subject matter expert 9am-6pm, \$240  |
| <input type="checkbox"/> GORP/trail mix supplies, \$3/person  | # people _____ |  |

☐ **Program in a Box:** each kit contains supplies, charts, and instructions to help you lead your chosen activity. Groups larger than 12 will need more boxes; \$30/box

- |  |  |
|--|--|
| <input type="checkbox"/> Fire Building         | <input type="checkbox"/> Subject matter expert for 1 hr, \$30  |
| <input type="checkbox"/> Team Building         | <input type="checkbox"/> Subject matter expert for 2 hrs, \$60 |
| <input type="checkbox"/> Knife Skills & Safety | <input type="checkbox"/> Subject matter expert 9am-1pm, \$120  |
| <input type="checkbox"/> Knots                 | <input type="checkbox"/> Subject matter expert 2pm-6pm, \$120  |
| <input type="checkbox"/> Orienteering          | <input type="checkbox"/> Subject matter expert 9am-6pm, \$240  |

Interested in something else, but don't see it listed here? Contact us at [rentals@gshnj.org](mailto:rentals@gshnj.org).

## Activity Spaces

☐ **Activity Building:** for indoor program space (no arts and crafts permitted), \$75/hour (all activity other than troop meetings)

☐ Friday Time \_\_\_\_\_ ☐ Saturday Time \_\_\_\_\_ ☐ Sunday Time \_\_\_\_\_

☐ **Troop Meeting:** for indoor meeting space (no arts and crafts permitted), \$30/hour, \$1 per addl person/hour after initial 20. ☐ Day \_\_\_\_\_ Time \_\_\_\_\_

☐ **Patio:** covered space at the rear of the Activity Building, \$30/hour

☐ Friday Time \_\_\_\_\_ ☐ Saturday Time \_\_\_\_\_ ☐ Sunday Time \_\_\_\_\_

☐ **Kitchen:** Provide your own cook(s). Kitchen includes walk-in refrigerator and freezer, stoves, convection oven, warmer, mixer, slicer, dishwasher, and all cooking and serving equipment. One member of kitchen staff must have a current Serve Safe Certification, \$125/meal

# of meals \_\_\_\_\_ Days and which meals: \_\_\_\_\_  
Name Cook \_\_\_\_\_ (please provide copy of certification)

## Participant Waiver of Liability

I/We hereby accept any and all responsibility for, and assume the risk of, any and all injury or damage to the attendees which might arise directly or indirectly as a result of, and/or participation in, the Camp DeWitt program. I/We hereby expressly release, discharge, and hold harmless from any liability whatsoever the Girl Scouts Heart of New Jersey and all employees and volunteers in their capacities as representatives of GSHNJ, except for injuries caused intentionally, or by willful misconduct. I/We certify that I/We are familiar with the contents of this release, that I/We have read and understand the same, and that it is my/our intention by signing this release that the same is binding not only of me/we, but my/our heirs, administrators, executors, successors, and assigns.

Signature \_\_\_\_\_ Date \_\_\_\_\_