Welcome to Camp Hoover!
We're so happy to have you here.

girl scouts heart of new jersey

Located on 340 acres in Middleville, New Jersey, there is something for everyone at Camp Hoover! We offer three types of accommodations: heated cabins that have sleeping quarters with bunkbeds, full bathrooms, and kitchens stocked with cooking equipment; platform tent sites that have bathhouses and pavilions for shelter; and pitch-your-own-tent site that has a covered pavilion and bathroom facilities. Groups are invited to plan their own adventures, select all-inclusive weekends or arrange for individual program activities for your event. 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 **four weeks** prior to your arrival. Payment for addons is due the week after your trip.
- All paperwork and necessary certifications are due **four weeks** prior to your arrival.
- Any GSHNJ troops or service units must complete and submit a Troop Trip Application and Roster **thirty days** prior to your event to info@gshnj.org.
- 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.

Read the following pages for all we have to offer and then choose what you want to do and where you want to stay. Once we hear the basics from you, we will assist in planning the details of your stay with us.

Please note, it is likely that you will be sharing Camp Hoover with others and careful scheduling is necessary to accommodate the needs of everyone on site. A schedule of activities will be prepped and sent prior to your arrival.

If you have any questions, please contact us at rentals@gshnj.org. Make sure to include your rental date and "Camp Hoover" in the subject line.



What Do You Want to Do?

		RATES
All-Inclusive Overnight Camping Event	Join us for the weekend and we will do all the work! Your stay will include accommodation in our cabins/tent units, 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 includes 2 or 3 meals and 1 evening snack; 2-night stay includes 4 meals and 2 evening snacks; day trip includes lunch. A staff member will reach out once you choose this option to help create your stay based on the menu below or check off the activities you are interested in.	1 night: $100/girl and $60/adult 2 nights: $140/girl and $80/adult Day: $60/girl and $30/adult
Choose your Overnight Camping Event	**Available year-round.** Select your accommodation, 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
First Time Day Trip Experience	**Available year-round.** Let us introduce Camp Hoover to first time parents and campers. Arrive by 9:30 am, bring your own brown bag lunch and we will provide your group with a great first time experience – activities may include a hike, games, arts and crafts, nature activity and of course s'mores and songs will round out the day by 3:30 pm. Your day will be planned and lead by a Hoover staff member. **Minimum of 10 youth required.**	$30/youth $15/adult
Day Trip	**Available year-round.** Use of the camp from 9 am - 6 pm. A covered shelter is provided for day use. Feel free to add on any of the below activities or plan your own day!	$5 per day

Where Will You Stay?

SITE	YEAR-ROUND ACCOMMODATIONS	GSHNJ Rates	Non-Profit Rates
Heronwood Capacity:40	Modern chalet suitable for co-ed living and heated for year-round use. Sleeps 40: two rooms of 16 and one room of eight with bunk beds and mattresses. Large room with a wood burning stove, tables, and benches. Two separate bathrooms each with two showers, two toilets, and two sinks. Full kitchen includes two refrigerators, stove, cooking equipment, dishes and silverware for 40, microwave, and prep space. Outdoor fire circles, decks, and picnic tables.	1 night: $425 2 nights: $690	1 night: $525 2 nights: $750
Evergreen Capacity:40	Modern chalet suitable for co-ed living and heated for year-round use. Sleeps 40: two rooms of 16 and one room of eight with bunk beds and mattresses. Large room with a wood burning stove, tables, and benches. Two separate bathrooms each with two showers, two toilets and two sinks. Full kitchen includes two refrigerators, stove, cooking equipment, dishes and silverware for 40, microwave, and prep space. Outdoor fire circles, decks and picnic tables.	1 night: $425 2 nights: $690	1 night: $525 2 nights: $750
Sinawik Capacity:24	Heated cabin sleeps 24: four bedrooms each with three bunk beds. Meeting room with rock fireplace, tables, and benches. Full bathroom with three showers, three toilets, and three sinks. Full kitchen includes refrigerator, stove, cooking equipment, dishes and silverware for 24, microwave, and prep space. Outdoor fire circles and picnic tables.	1 night: $275 2 nights: $425	1 night: $375 2 nights: $550
Berry Hill Capacity:24	Cabin with wheelchair accessibility and heated for year-round use. Sleeps 24: two small rooms sleep four each, and large room of 16 with bunk beds and mattresses. Meeting room with rock fireplace, tables, and benches. Full bathroom with two showers, two toilets, and two sinks, plus additional bathrooms off small sleeping rooms. Full kitchen includes refrigerator, stove, cooking equipment, dishes and silverware for 24, microwave, and prep space. Outdoor fire circles and picnic tables.	1 night: $275 2 nights: $425	1 night: $375 2 nights: $550





SITE	SEASONAL ACCOMMODATIONS (Mid-April to Mid-October)	GSHNJ Rates	Non-Profit Rates
Birch Hollow **Hickory Hill** **Cedar Ridge** **Maple Glen** **Oak Knoll** Capacity: 40/site	**5 Sites Available** Each site has 8 platform tents that contain 5 cots, 5 mattresses and 5 crates. Each site has a screened counselor cabin with electricity, 6 beds, 6 mattresses and 6 crates. Cindy (or bathhouse) has electricity, flush toilets, hot showers, and sinks. Program Shelter is a large covered pavilion with a storage closet, picnic tables, benches, refrigerator, cooking equipment, charcoal grill, and emergency phone system. Each site has outdoor fire circles and picnic tables.	1 night: $170 2 nights: $250 per site	1 night: $200 2 nights; $320 per site
Individual Platform Tent or Counselor Cabin	Smaller groups can rent individual counselor cabins and platform tents within a site, based on availability. See above for the capacity and set up of tents and cabins. If you are not renting a full site, you may share the site with another group.	$25/$40 per tent $60/$85 per cabin	$50/$70 per tent $75/$90 per cabin
Valhalla Capacity: 20	Large open shelter with secure storage, cooking equipment, cold water sinks, and flush toilets. Plenty of space to pitch your own tents. Fire circles, picnic tables, and benches.	1 night: $50 2 nights: $75	1 night: $75 2 nights: 100

Do You Need an Activity Space?

SITE		RATES
Amphitheater	Adjacent to the dining hall, this is the ideal location to hold large group campfires or seated gatherings. Seats up to 400 on benches with fire circle and room to perform in front.	FREE
Creation Studio	Arts and Crafts room located below the dining hall. Bring your own craft materials or work with what is available. Supplies available for your use include crayons, markers, paper, ribbon, fabric, etc. See below for specialty programs.	$35 per hour
Dining Hall	Available year round for meals or an indoor program area. Suggested activities include bingo, dances, indoor fires, movie night, and more. Houses 30 round tables that seat 8.	$35 per hour
Kitchen	Adjacent to the Dining Hall. Industrial kitchen is available for use by trained adults. Training is free and available on a rolling basis, or Serve Safe Certification is accepted. Includes walk-in refrigerator/freezer, stoves, convection oven, warmer, mixer, slicer, dishwasher, and all cooking and serving equipment	$150/meal if you provide your own cook. Or $400 for full weekend up to four meals
Pavilion	Located on the playfield, this space offers cover during the rain or a hot day. Our large covered pavilion has tables with benches, electricity and plenty of space for programming.	$25 per hour
Playfield	Large open space for large group games and sports activities. Shed houses equipment for soccer, softball, volleyball, badminton, tug-o-war and more. Nine Square in the Air and a volleyball net available on the upper field.	FREE
Townley Hall	Available year round as indoor program space. Stone fireplace, kitchen with sink and refrigerator, two bathrooms, deck with tables and chairs. Activities can include an activity space, indoor games, yoga, floor hockey, pillo pollo, etc.	$35 per hour



Add On Some Activities

		RATES
Archery	**Available Mid-April to Mid-October, 7 years old and older.** 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
Hiking Trails	Five marked trails available to explore including a Night trail A wide variety of terrains and habitats including a transitional forest, animals and plant life, vestiges of the past such as arrowheads, a lime kiln and old rock walls.	FREE
Low Ropes Course	**Available Mid-April to Mid-October,** 7 years old and older. A group cooperation and problem solving activity. Requires a trained Low Ropes Course instructor to lead the activities. Whole day = 9am-6pm; Half day = 9am-1pm or 2pm-6pm	1 hour: $25 2 hours: $50 Half day: $100 Whole day: $200
Meal Plans	Take the fuss out of your camp adventure and buy a meal plan. Choices abound for all three meals, snacks, and even outdoor cooking. We can accommodate most allergies; see below for basic menu choices. You'll discuss details prior to your arrival. **Minimum of 20 people required.**	Varies based on menu see order form
Outdoor Cooking	Looking to teach your girls about outdoor cooking and need a little help. We will provide the equipment and some basic food items for a sweet treat over the fire. If you'd prefer to have someone else lead your group through their beginning experience, add on a subject matter expert, below. What the full experience? Let us lead you in a whole meal	$8 -$16/person for a full meal plus cost of SME
Program In a Box	Program kits include equipment, charts, and instructions to help you lead traditional camp activities including fire building, knife skills & safety, knots, orienteering, hiking, exploring nature, 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
Specialty Programs in the Creation Studio	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, Dream Catchers, Birdhouse, Nature Crafts and more. 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
Subject Matter Experts	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: $35/SME 2 hours: $70/SME Half day: $140/SME Whole day: $280/SME
Waterfront Facilities	**Boating available Mid-April to Mid-October** Row boats, canoes, funyaks and corcls. **Swimming available Mid-June to Mid-September**. All activities require parental permission and a health history. Requires qualified lifeguards for all activities. Other activities can include wading, fishing, water related badge work, etc. Whole day = 9am-6pm; Half day = 9am-1pm or 2pm-6pm	1 hour: $25 2 hours: $50 Half day: $100 Whole day: $200

We have a lot to offer at Camp Hoover, and there's so much to choose from. 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're 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 submit your general outline using the options included below, then be ready for a call to discuss details.

Contact us at rentals@gshnj.org for questions or to submit your reservation paperwork.









girl scouts heart of new jersey

Camp Hoover 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

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 Hoover 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/day accommodations and corresponding dates and times.

Evergreen	☐	Choice # _____	Hickory Hill	☐	Choice # _____
Heronwood	☐	Choice # _____	Cedar Ridge	☐	Choice # _____
Berry Hill	☐	Choice # _____	Birch Hollow	☐	Choice # _____
Sinawik	☐	Choice # _____	Maple Glen	☐	Choice # _____
CIT Cabin	1 ☐ 4 ☐	Choice # _____	Oak Knoll	☐	Choice # _____
Valhalla	☐	Choice # _____			

☐ **# of youth____ # of adults____ for cabin/tent rentals** ☐ **Day Trip $5/person # of youth____ # of adults____**

All inclusive/1st Time day Trip – only complete the below and no addons. The Camp Director will contact you for your group's choices/desires. ☐ **All-Inclusive: # of youth____ # of adults____**
☐ **1st Time Day Trip: # of youth at $30/person ____ # of adults at $15/person ____**

1st Choice Arrival Date _____Time _____ Departure Date _____Time _____
2nd 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 and if needed **Mail Check to:** GSHNJ, Attn: Finance,201 Grove Street E, Westfield NJ 07090

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.

- ☐ Full day, $300 + $280/instructor
- ☐ 9am-1pm, $150 + $140/instructor
- ☐ 2pm-6pm, $150 + $140/instructor
- ☐ 2-hour session, $75 + $70/instructor
- ☐ 1-hour session, $40 + $35/instructor
- ☐ Additional instructor

☐ **Ropes Course:** Available Mid-April to Mid-October, 7 years old and older. Requires 1 certified low ropes course instructor per every 12 participants.

- ☐ Full day, $200 + $280/instructor
- ☐ 9am-1pm, $100 + $140/instructor
- ☐ 2pm-6pm, $100 + $140/instructor
- ☐ 2-hour session, $50 + $70/instructor
- ☐ 1-hour session, $25 + $35/instructor
- ☐ Additional instructor

☐ **Swimming:** available mid-June to mid-September. Requires 2 certified lifeguards for first 10 swimmers and an additional lifeguard for 11-25 swimmers, and a third lifeguard for 26-35 swimmers.

- ☐ Full day, $200 + $280/lifeguard
- ☐ 9am-1pm, $100 + $140/lifeguard
- ☐ 2pm-6pm, $100 + $140/lifeguard
- ☐ 2-hour session, $50 + $70/lifeguard
- ☐ 1-hour session, $25 + $35/lifeguard
- ☐ Additional lifeguard

☐ **Boating:** Available Mid-April to Mid-October. Requires 2 certified lifeguards for first 25 boaters and an additional lifeguard for 26-35 boaters.

- ☐ Full day, $200 + $280/lifeguard
- ☐ 9am-1pm, $100 + $140/lifeguard
- ☐ 2pm-6pm, $100 + $140/lifeguard
- ☐ 2-hour session, $50 + $70/lifeguard
- ☐ 1-hour session, $25 + $35/lifeguard
- ☐ Additional lifeguard

☐ **Outdoor Cooking:** we'll provide the equipment, recipe and food; you lead the activity.

- ☐ Sweet/Savory Treat, $8/person # People _____
- ☐ Breakfast, $10/person # People _____
- ☐ Lunch, $13/person # People _____
- ☐ Dinner, $16/person # People _____
- ☐ Subject matter expert for 1, $35
- ☐ Subject matter expert for 2 hrs, $70
- ☐ Subject matter expert 9am-1pm, $140
- ☐ Subject matter expert 2pm-6pm, $140
- ☐ Subject matter expert 9am-6pm, $280



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

- ☐ Tie-Dye, $3/person # People _____
- ☐ Leather Working, $5/person # People _____
- ☐ Candle Making, $2/person # People _____
- ☐ Friendship Bracelets, $1/person # People _____
- ☐ Fuse Beads, $2/person # People _____
- ☐ Beads for Bracelets, $2/person # People _____
- ☐ Lanyards, $2/person # People _____
- ☐ Basket Weaving, $8/person # People _____
- ☐ String Art-Metal Frame, $4/person # People _____
- ☐ Button Making, $3/person # People _____
- ☐ Rock Painting, $2/person # People _____
- ☐ Batik, $10/person with pillowcase # People _____
- ☐ Canvas Backpack, $5/person — Design and decorate your own backpack. We'll provide fabric markers and additional adornments so you can let your creative juices fly — # People _____
- ☐ Beady Buddies, $4/person — Follow a design pattern (or create you own design) with pony beads and lanyard to create a keychain — # People _____
- ☐ Dream Catchers, $4/person — Create your own dream catcher — # People _____
- ☐ Rain Sticks, $1/person — Create and decorate your own rain stick — # People _____
- ☐ Bandana Craft, $5/person — Use pony beads to turn a bandana into a piece of ar — # People _____

- ☐ Subject matter expert for 1 hr, $35
- ☐ Subject matter expert for 2 hrs, $70
- ☐ Subject matter expert 9am-1pm, $140
- ☐ Subject matter expert 2pm-6pm, $140
- ☐ Subject matter expert 9am-6pm, $280
- ☐ # of Subject matter experts _____

☐ **Tie-Dye T-shirt:** $4/shirt

Youth Small _____ # Youth Medium _____ # Youth Large _____ # Youth XL _____

Adult Small _____ # Adult Medium _____ # Adult Large _____ # Adult XL _____ # Adult XXL _____ ☐

☐ **Badge Workshops:** We would like help to complete the following either in a day or weekend; We can provide just the activities or do an all inclusive including cabin, food, etc.

- ☐ Junior Journey _____ # Girls _____
- ☐ Cadette Journey_____ # Girls _____
- ☐ Senior Journey _____ # Girls _____
- ☐ Ambassador Journey _____ # Girls _____
- ☐ Badge(s) Name _____ # Girls _____

Camp Director will reach out to discuss options, pricing and more!

☐ **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

- ☐ Fire Building
- ☐ Hiking
- ☐ Knife Skills & Safety
- ☐ Knots
- ☐ Nature Crafts
- ☐ Orienteering B/J
- ☐ Orienteering C/S/A
- ☐ Subject matter expert for 1 hr, $35
- ☐ Subject matter expert for 2 hrs, $70
- ☐ Subject matter expert 9am-1pm, $140
- ☐ Subject matter expert 2pm-6pm, $140
- ☐ Subject matter expert 9am-6pm, $280

Interested in something else, but don't see it listed here? Contact us at rentals@gshnj.org about your idea.

Activity Spaces

☐ **Amphitheater:** seats up to 400 on benches, FREE
☐ Friday Time _____ ☐ Saturday Time _____ ☐ Sunday Time _____

☐ **Creation Studio:** bring your own craft supplies, or work with what's available in the studio, $35/hour
☐ Friday Time _____ ☐ Saturday Time _____ ☐ Sunday Time _____

☐ **Dining Hall:** for indoor program space, $35/hour
☐ Friday Time _____ ☐ Saturday Time _____ ☐ Sunday Time _____

☐ **Pavilion:** covered space near the playfield, $25/hour
☐ Friday Time _____ ☐ Saturday Time _____ ☐ Sunday Time _____

☐ **Playfield:** great for large group games or sports; some sport equipment available for use, FREE
☐ Friday Time _____ ☐ Saturday Time _____ ☐ Sunday Time _____

☐ **Townley Hall:** for indoor program space, $35/hour
☐ Friday Time _____ ☐ Saturday Time _____ ☐ Sunday Time _____



Food Service and Meal Plans

☐ **Dining Hall & Kitchen, $150/meal:** 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 or have taken the GSHNJ Kitchen/Dining Hall Management training. Certification must be submitted prior to arrival.

Kitchen Manager Name: _____ Email Address: _____

Type of Certification: _____ Expiration or Completion Date: _____

	Breakfast	Lunch	Dinner
Friday			
Saturday			
Sunday			
Other:			
Other:			

☐ **Meal Plan, 20 person minimum:** take the fuss out of your camping adventure with our meal plans. Select menu basics below and learn about menu details during your planning period. We can accommodate most allergies but need to know in advance. Besides the "hot" option, all breakfast plans include cereal and fresh fruit. Boxed lunches include sandwich, chips, fruit, and condiments. "Hot" lunch and dinner plans include salad, and pb&j. All meals are served with coffee, tea, juice, and water. Final menu choices will be confirmed prior to your arrival.

☐	Hot Breakfast $15/person	# people _____ Saturday ____ Sunday ____
☐	Continental Breakfast $12/person	# people _____ Saturday ____ Sunday ____
☐	Hot Lunch $15/person	# people _____ Saturday ____ Sunday ____
☐	Boxes Lunch $12/person	# people _____ Saturday ____ Sunday ____
☐	Hot Dinner $20/person	# people _____ Friday ___ Saturday ___
☐	Pizza Dinner $13/person	# people _____ Friday ___ Saturday ___
☐	S'mores $1/person	# people _____ Friday ___ Saturday ___

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 Hoover 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**_____