



62 Battleship Place • Camden • New Jersey • 08103  
Main: 856-966-1652 • Fax: 856-966-4999

## Overnight Encampment Booking Procedures (Rev 16 Mar 2010)

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1. Once you have completely read through both the Pre-Boarding Package and Booking Procedures, contact the Encampment Department to discuss what dates are available for your group, depending on the number of campers, as well as other events possibly taking place on the Battleship. Please note that space fills quickly. Because a date is available today does not necessarily mean it will be available tomorrow. We suggest discussing several possible dates with your group to limit the possibility of having to reschedule.
2. After confirming a date for your group or family with a member of the Encampment Department, we require a 30% non-refundable deposit for the total amount of people in your group, including both children and adults. This deposit **must** be sent in with a **signed** Registration and Client Data sheet, which you will find in this packet. The deposit must be received within 60 days of the date that you book to ensure your reservation. Please note that only a member of the Encampment Department can confirm your date. **Sending in a check does not mean confirmation.**
3. When your date is confirmed, you will be responsible for payment in full **30 days prior to your encampment date**. Please be aware it is your responsibility to have this money in on time. We will not be responsible for gathering or collecting payments from individuals. If your group is not paid in full 30 days prior to your scheduled encampment, **your reservation can be cancelled and your deposit lost.**
4. Once we have received payment in full, it is possible to add persons to or subtract them from your group; however, this is at the sole discretion of the Encampment Department. While we try to accommodate all campers, space is limited. Once again, sending in a check for extra campers without confirmation **does not** mean those campers will be allowed to board the Battleship. If last-minute campers are added, special arrangements will be made to allow them to make payment within the last 30 days. For information on refunds, please see the refund policy contained in this packet.

### Contact Information

Joe Moran  
Director of Encampments  
[overnights@battleshipnewjersey.org](mailto:overnights@battleshipnewjersey.org)  
Toll Free: (866) 877-6262 x 229  
Local: (856) 966-1652 x 229  
Fax: (856) 966-4999

## **Encampment Program Refund Policy**

**The Battleship New Jersey refund policy is clearly stated below. Please be aware of this policy before booking, as exceptions cannot be made.**

As stated above, it is possible to add campers to or subtract them from your group within 30 days prior to your scheduled encampment; however, the last 30 days. Once again, however, this is at the sole discretion of the Encampment Department. When subtracting campers from the original number booked, please be advised that you have already reserved space that could have possibly been used to accommodate another group. Knowing this, please try to have a head count that is as accurate as possible when booking your group. We would like to have adequate space to accommodate as many campers as we can.

If a refund is required because of an unforeseen issue, no more than 5% of the total amount of people agreed upon 30 days prior to the event will be refunded. This policy is to ensure groups do not purposely overbook, which would result in other groups being turned away. Also, be advised that only \$33.00 per person of the \$50.95 per person fee will be refunded. The money retained by the Battleship will be used to pay fixed costs incurred by the Battleship due to late changes which include, but are not limited to, the costs of meals, manpower to run the program, security, and retail store personnel.

An example of this policy is as follows:

- A group books 100 total campers (children & adults) originally. This would mean the cost of this group is \$5,095.00. (100 campers @ \$50.95 per camper)
- With less than 30 days before the event, the group now informs the Encampment Department that the group will only be coming with 90 total campers
- This group will receive \$165.00 back as a refund. 5% of 100 would be 5 people. 5 people refunded \$33.00 each would be \$165.00.
- The \$50.95 for the other 5 campers not attending would be lost, and \$0 refunded for those campers

We recommend posting this policy for your group's parents to read before booking, or handing out a copy of this policy with the other information concerning the Encampment so there are no misunderstandings. Encampments are rain-or-shine events and, as such, are not cancelled because of weather conditions, unless a "State of Emergency" is declared. If this occurs, your group will be rescheduled for the next *available* date, and the 30% deposit is forfeited by those who cannot attend the makeup date.



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## Registration and Client Data Sheet

When booking for the Encampment Program, please fill out this form, sign it and mail to the address noted above **ATTN: Encampment office.**

Please make all checks or money orders payable to the **Home Port Alliance.**

**You MUST have a youth between the ages of 6 and 18 be part of the group.**

Event date: \_\_\_\_\_ Group size: \_\_\_\_\_

Age range: \_\_\_\_\_ # Males: \_\_\_\_\_ # Females: \_\_\_\_\_ # ADULTS: \_\_\_\_\_

Contact name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of person leading group on board: \_\_\_\_\_

Email of person leading group on board: \_\_\_\_\_

Troop level and number (if applicable): \_\_\_\_\_

Scout council (if applicable): \_\_\_\_\_

Special physical needs: \_\_\_\_\_

\_\_\_\_\_

Have you visited us before? \_\_\_\_\_ When?: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

By signing this document, you are agreeing that you have read and understand the Booking Procedures, Refund Policy and Pre-Boarding Information Packet, and that you are agreeing to abide by the terms therein.

Name of group contact: \_\_\_\_\_

Signature of group contact: \_\_\_\_\_

Date: \_\_\_\_\_



Dear Campers,

Please keep in mind that when parking your vehicle in the Camden City Parking Authority Garage, designated for Battleship Encampments, there may also be events taking place at other area attractions such as Adventure Aquarium, the Susquehanna Bank Center and the Children's Garden.

If you encounter a Camden City Police Officer when trying to negotiate traffic, please show him or her this letter and let him or her know you are here to participate in the Encampment Program. We have spoken with the police in the past, and they have assured us they will allow your vehicle access to the garage.

If you have a group of cars, please make copies of this form for them to show any police officers they may encounter.

Please be advised that this document has no legal standing and is subordinate to any directions or instructions you may receive from a police officer.

Battleship Encampment Staff

# **Battleship New Jersey**

## **Encampment**

### **Parking Pass**

**This pass has no monetary value. It is intended to identify cars to the Camden Police. The cost of parking is \$11.00 per car.**