



## BATTLESHIP NEW JERSEY MUSEUM & MEMORIAL OVERNIGHT

### ENCAMPMENT PROGRAM

62 BATTLESHIP PLACE, CAMDEN, NJ 08103

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#### BOOKING PROCEDURES

Thank you again for your interest in the Battleship New Jersey Overnight Encampment Program. Please read both the Booking and Pre-Boarding Procedures completely. Once you choose a tentative date for your overnight stay, please contact the Overnight Encampment Office. The preferred contact method is via email at [overnights@battleshipnewjersey.org](mailto:overnights@battleshipnewjersey.org) or, by calling (856-966-1652 x203) to discuss available dates. Your overnight stay depends on the number of campers already scheduled for that evening, as well as other events possibly taking place on the Battleship. Please note that space fills up quickly. We encourage you to book as soon as possible. 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. Overnights are \$85.00/person whether child or adult.

To host an overnight, we require a minimum of 50 guests, this is a cumulative total. For example, if you are booking 25 guests and we have another group of 25, then the minimum is met. However, as we get close to the scheduled overnight, and we have not reached the minimum, we may have to reschedule your overnight.

When your date is confirmed by the Overnight Encampment Office, full payment is required 30 days prior to your scheduled overnight date. A credit card link will be sent to you 30 days prior to your scheduled overnight. Full payment is required at that time.

If you prefer, final payment may be made via check. Full payment is required 30 days prior to your scheduled overnight. If you are paying by check, please email the Overnights Department at [overnights@battleshipnewjersey.org](mailto:overnights@battleshipnewjersey.org), to alert us that you are mailing a check. When mailing the check, please make the check payable to “**Battleship New Jersey**” and please mark the front of the envelope with “**Attention Overnights**”. Additionally, please clearly indicate your group name either on the check or a separate piece of paper. Our mailing address is 62 Battleship Place, Camden, NJ 08103.

Please be aware, it is your responsibility to submit your payment on time. We will not be responsible for gathering or collecting payments from individuals. If your group has not paid the full balance 30 days prior to your scheduled overnight, your reservation may be cancelled.

Once we receive full payment, it is possible to increase or decrease your headcount; however, this is at the sole discretion of the Overnight Encampment Office and increases in headcount are based upon availability. While we try to accommodate all campers, space is limited, and we have a maximum of 200 guests. All increases to headcount **MUST** be communicated via email by close of business (noon) the Monday prior to your scheduled overnight. These changes in headcount must be sent via email ([overnights@battleshipnewjersey.org](mailto:overnights@battleshipnewjersey.org)). All changes must be confirmed by the Overnight Encampment Office. No changes will be effective until confirmed.

To alleviate any confusion, all changes to headcount must be coordinated by the group leader. Please **do not** have individual parents call to add headcount or make individual payments. Headcount increases and payments must be coordinated by the group leader or treasurer.

CPAP Machines are permitted and we recommend that you bring an extension cord that is rated for your specific machine.

You will receive parking and boarding instructions the Monday prior to your scheduled overnight. Please review those instructions fully and please disseminate them to everyone attending the overnight or dropping off a guest.

### **Contact Information**

Overnight Program email address is [overnights@battleshipnewjersey.org](mailto:overnights@battleshipnewjersey.org) Toll Free: (866) 877-6262 x203

Local: (856) 966-1652 x203

### **Overnight 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.

To be eligible for a refund, all reductions in headcount and all cancellations **MUST** be communicated to the Overnight Encampment Office, via email, 7 days prior to your scheduled overnight. **No refunds** will be authorized for any reductions in headcount or cancellations after the 7-day cut off. All eligible refunds will be assessed a \$20.00/person booking fee.

