



Highland Lakes Camp & Conference Center Retreat Setup Checklist

Effective: September 1, 2023 – August 31, 2024

Group Name: _____

Retreat Date: _____

For HLC Use Only:
Date Received: _____ By: _____

All Equipment, Facilities, and Activities are available on a "First Request-First Served" basis.
Notification will be given if equipment or activity is unavailable.

Bring your own hot spot if internet access is critical to your event.

Please complete and send in this four-page document at least 3 weeks prior to event.

Equipment Needs — Please check any areas of need and note that some additional charges apply.

Audio-Visual Equipment

- 70" TV
- _____ # Music Stand
- Portable PA System, Speaking Only w/1 microphone
- Portable PA System, multi input Vocal/Instruments:
 - _____ # of microphones needed
 - _____ # of instrumental inputs (**we do not provide instrument cables**)
 - 8 max total inputs - mics/instrument inputs
- _____ # Wireless Handheld Microphone; requires multi input PA
- _____ # Portable Video Projector
- Technician Services

Standard Equipment

- Dry Erase Board w/easel & supplies
- Podium
- Projector Screen
- Tables

Complimentary tables are limited to 10. Additional tables are \$5.00 per table.

 - _____ # 8ft long
 - _____ # 6ft long
 - _____ # 5ft round (require table cloths)
 - _____ other (please specify style) _____

Chair Arrangement — Please Check One

- Chairs # _____ Location: _____
- Lecture style-Chairs in rows
- Choir Style-Semicircle Rows (50 chairs or less only)
- Classroom Style-Chairs behind one side of table
- Board Room Style-Tables together with chairs around
- Tables in a "U" with chairs around
- Other—Please indicate _____
- I prefer to set the equipment myself.

Golf Cart Reservations — Please check if needed

All Golf Carts are adult use only and are subject to HLCCC regulations.

Prior to operating, owner must sign a HLC Release of Liability

- 6 Seater Limo Golf Cart: \$50 per day
- 4 Seater Golf Cart: \$50 per day
- I plan to bring my own golf cart(s).

Required: Sketch Meeting Room Layout
attach additional sheet if needed

Anticipated Check-In Time _____

Anticipated Departure Time _____

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5902 Pace Bend Rd N || Spicewood TX 78669

512-264-1777

www.hlccc.org



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Recreation & Activities

Please Indicate Day, Time, and # of Participants

Additional Fees Apply. See HLCCC Rates and Amenities for more information and pricing.

Recreation must be scheduled at least three weeks in advance.

Range Activities: All Activities should be scheduled between 9am - 4pm.

- Rifle Range: BB Guns
Day, Time, # of participants: _____
- Archery
Day, Time, # of participants: _____
- Archer's Quest:
Day, Time, # of participants: _____
- Gellyball:
Day, Time, # of participants: _____

Water Activities: Weather & Lake Levels permitting

Reservation for exclusivity of swimming pool and lakefront is restricted to one (1) two (2) hour block of time per day.

- Lakefront Inflatables:
May-Sept only; Day Time, # of participants _____
- Ski Boat w/ Banana Sled:
May-Sept only; Day Time, # of participants _____
- Pool:
May – Sept only; Day Time, # of participants _____
- 2 Person Kayak:
May- Sept only; Day, Time, # of participants _____

Challenge Course Activities:

- HEXAPOD:
Day, Time, # of participants _____
- HEXAPOD - Zip Line Only:
Day, Time, # of participants _____

Complimentary Activities

- Campfire: 1 hour sessions; 8pm, 9pm, 10pm
Day, Time: _____

Not available during County –Wide Burn Ban

- Skewers are available upon request; **advanced notice required**

We offer the following free amenities; first come first serve:
Baseball/Softball/Kickball field, Soccer Field, Sand Volleyball Court
Disc Golf, GaGa Ball, Horseshoes, Ping Pong Tables
Fishing - License required, catch and release, bring your own
equipment and bait

Snack Shack & General Store (latest closing time 10:45pm)

Please indicate if you would like either open and when.

- Snack Shack: _____
- General Store: _____

Meal Times — Please list meal schedule and special needs below.

8:00 am, 12:00 pm, and 5:30 pm; meal time can be adjusted 30 minutes in either direction of standard time. Notification will be given if there are large numbers of guests in order to provide the best service and experience for your group. All group members should arrive on time and together.

Dining Hall closes at 7pm.

What are your preferred meal times? _____

The total number of guests in your group that will be attending each meal? _____

Does anyone in your group have a serious food allergy? If so, please list their name and food allergy; additional \$1.00 per special meal provided. Attach additional sheet if necessary:

Meals can be catered upon request. Advanced notice required. Refer to Special Food Requests section for information and pricing.

Snack trays or drink stations are available upon request. Advance noticed required. Refer to Special Food Requests section for info and pricing.

Would you like a water station in your meeting room? Please indicate **date, time, and location** of delivery. Deliveries must be before 8pm.

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SPECIAL FOOD REQUESTS: All food items require advance notice

Snack Trays:

Snack trays are prepared to serve an average of 20 individuals. Pricing includes all necessary paper products.

- Assorted Cheese and Fruit Tray, served with Gourmet Crackers \$40 # ____ Location: _____
- Assorted Seasonal Fresh Fruit Tray \$43 # ____ Location: _____
- Fresh Vegetable Tray, served with Ranch Dip \$30 # ____ Location: _____
- Assorted Rolled Lunchmeat Tray, served with Black Olives \$50 # ____ Location: _____
- Hawaiian Rolls \$5/dozen # ____ Location: _____
- Fresh Baked Cookie Tray - Sugar or Chocolate Chip \$4/dozen # ____ Location: _____
- Fresh Baked Brownie Tray \$4/dozen # ____ Location: _____
- Fresh Baked Brookies - brownie cookies with fudge frosting \$7/dozen # ____ Location: _____
- Breakfast Pastry Tray - muffins and iced scones \$15/dozen # ____ Location: _____
- Homemade Tortilla Chips and Salsa \$20 # ____ Location: _____
- Spinach Artichoke Dip with Gourmet Crackers \$35 # ____ Location: _____
- Ultimate Pizza Dip with Homemade Tortilla Chips \$35 # ____ Location: _____
- Hot Broccoli Dip with Homemade Tortilla Chips \$35 # ____ Location: _____

Drink Trays:

- Bottled Water, Case of 12 \$12 # ____ Location: _____
- Assorted Chilled Sodas, 12 pack \$15 # ____ Location: _____
- 1 Gallon of Tea or Lemonade, includes Sweeteners \$8 # ____ Location: _____
- 1 Gallon of Coffee, includes Flavored Creamers and Sweeteners \$12 # ____ Location: _____
- Bags of Ice \$3 # ____ Location: _____
- Ice for your cooler (We do not provide coolers) \$5 # ____ Location: _____

Additional Snack Options:

- 3 Gallons of Ice Cream (average of 50 people, included bowls and spoons) \$35 # ____ Location: _____
- Individual Teddy Graham Bags \$12/dozen # ____ Location: _____
- Individual Gold Fish Bags \$12/dozen # ____ Location: _____
- Individual Oreo Bags \$12/dozen # ____ Location: _____

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