



Highland Lakes Camp & Conference Center Rental Setup Checklist - Camp

Group Name: _____

Event 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.

Please complete and send in this 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: _____
- 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

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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: _____

Hexapod Activities:

- HEXAPOD – Full Course with Zip Line:
Day, Time, # of participants _____
- HEXAPOD - Elements Only:
Day, Time, # of participants _____
- HEXAPOD – Zip Line Only:
Day, Time, # of participants _____
- ROCKWALL:
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 _____

Complimentary Activities

- Campfire: 1 hour sessions; 8pm, 9pm, 9:30pm
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, Human Foosball, Cornhole, 9 Square,
Crossnet, Pickleball, Polypong
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 or dietary restriction? If so, please list their name and food allergy or restriction; 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.

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

Drink Trays:

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

Additional Snack Options:

- | | | | |
|--------------------------|--|------------|-------------------------|
| <input type="checkbox"/> | 3 Gallons of Ice Cream (average of 50 people, included bowls and spoons) | \$35 | # _____ Location: _____ |
| <input type="checkbox"/> | Individual Teddy Graham Bags | \$12/dozen | # _____ Location: _____ |
| <input type="checkbox"/> | Individual Gold Fish Bags | \$12/dozen | # _____ Location: _____ |
| <input type="checkbox"/> | Individual Oreo Bags | \$12/dozen | # _____ Location: _____ |

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