



Highland Lakes Camp & Conference Center Retreat Setup Checklist

Effective: September 1, 2023 – August 31, 2024

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.
Complete and send in this document at least 3 weeks prior to event.

Equipment Needs — 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 - specify style _____
- Wi-Fi Hotspot – Location: _____

Chair Arrangement — 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 - indicate _____
- I prefer to set the equipment myself.

Standard check in is 3:00pm; check out is 10:00am.

Anticipated Check-In Time _____ Anticipated Departure Time _____

- Golf Cart Reservations — check if needed**
 All Golf Carts are adult use only and are subject to HLCCC regulations.
Prior to operating, driver 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

Mail/Email this setup list to HLC at least 3 weeks prior to event.

5902 Pace Bend Rd N || Spicewood TX 78669
512-264-1777 || www.hlccc.org



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Recreation & Activities

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.

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

Silent Disco:
Day Time, # of participants _____

DJ

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; May-September only. Reservation for exclusivity of swimming pool, swim pond, and boat activities is restricted to one 2 hour block of time per day.

Swim Pond – Inflatables, Slides, and Kayaks & Stand Up Paddle boards:
Day, Time, # of participants: _____

Ski Boat w/ Banana Sled:
Day, Time, # of participants _____

Pool:
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 _____

Low Challenge Course Activities:

Day, Time, # of participants: _____

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**

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

Indicate if you would like either open and when.

Snack Shack: _____

General Store: _____

Meal Times — 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. All group members should arrive on time and together. **Dining Hall closes at 7pm.**

Preferred meal times: _____

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

Food allergy or dietary restriction? YES NO List their name and food allergy or restriction; Attach additional sheet if necessary:

<input type="checkbox"/> Complimentary Water Station: Day, Time, Location: _____ <input type="checkbox"/> 1 Gallon of Tea or Lemonade, includes Sweeteners: \$8.00 # of gallons & Type: _____ Day, Time, Location: _____	<input type="checkbox"/> Bags of Ice: \$5.00 Day, Time, Location: _____ <input type="checkbox"/> 1 Gallon of Coffee, includes Creamers & Sweeteners: \$12.00 # of gallons: _____ Day, Time, Location: _____
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