



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.

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.

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

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

Anticipated Check-In Time _____ Anticipated Departure Time _____

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.

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 _____

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: _____

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

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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