Effective: January 1, 2027 – December 31, 2027

Highland Lakes Camp & Conference Center

# Retreat Setup Checklist

**Group Name:** _____

**Retreat Date:** _____

***Availability:*** *All equipment, facilities, and activities are available on a first request-first serve basis.*
***Unavailable requests:*** *We will notify you if equipment or an activity is unavailable.*
***Submission deadline:*** *Complete and send this document at least 3 weeks before your event.*

## Equipment Needs - Check the areas where equipment is needed. Additional charges apply to some items

### Audio-Visual Equipment

- ☐ **70"TV** #_____ Location(s): _____
- ☐ **Music Stand** #_____ Location(s): _____
- ☐ **Portable PA System** Location(s): _____
- ☐ **Wired Microphone** #_____ Location(s): _____
- ☐ **Wireless Microphone** Location(s): _____
  (*1 wireless mic per group based on supply and demand*)
- ☐ **Instrumental inputs** #_____ Location(s): _____
  8 max total inputs – mic/instrument inputs *(we do not provide instrument cables)*
- ☐ **Technician Services:** $50 per hour
- ☐ **I will bring my own equipment:** _____

### Standard Equipment

- ☐ **Wi-Fi Hotspot** – Location: _____
- ☐ **Dry Erase Board** (supplies included) Location: _____
- ☐ **Podium** #_____ Location(s): _____

***Complimentary tables*** *- limited to 10 -Additional tables are $5.00 per table*

- #_____ **8ft long** Location(s): _____
- #_____ **6 ft long** Location(s): _____
- #_____ **6ft round** Location(s): _____
- #_____ **Other** – specific style _____

### Chair Arrangement – Check One

- ☐ **Chairs** #_____ Location: _____
- ☐ **Chairs** #_____ Location: _____
  - ☐ **Lecture Style Chairs in rows**
  - ☐ **Choir Style Chairs** (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 HLC regulations.*
*Prior to operating, driver must sign a HLC Release of Liability*

- ☐ **6 Seater Limo Golf Cart:** *$60 per day*
- ☐ **4 Seater Golf Cart:** *$60 per day*
- ☐ **I plan to bring my own golf cart(s).**

**Required: Sketch Meeting Room Layout**

*Attach additional sheet if needed*

**Preferred Camp Store Hours**

Day(s)_____ Time(s)_____

*We will try our best to provide your requested Camp store hours.*
*However, be aware certain hours may not always be available.*

**Email this setup list to RETREATS@HLCCC.ORG**
**no later than 3 weeks prior to event.**

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## Refreshments for Meeting Spaces — Water and Ice Delivery Requests

*For each requested delivery, enter the date, preferred delivery time (include a.m. or p.m.), meeting space or delivery location, and the quantity per delivery. Include the unit (e.g. Gallon) for each quantity. Enter each delivery separately, including repeat deliveries on different days – fees will be charged on Final Invoice.*

☐ 1 Gallon of **COFFEE**; includes Creamer & Sweeteners: $12.00 per Gal

**# of Gallons of coffee per delivery:** _____

Location_____ Day_____ Time(s)_____ Location_____ Day_____ Time(s)_____

Location_____ Day_____ Time(s)_____ Location_____ Day_____ Time(s)_____

☐ Complimentary **WATER** Station:

Location_____ Day_____ Time(s)_____

Location_____ Day_____ Time(s)_____

☐ Bags of **ICE**: *$5.00 per bag*

**# of ice bags per delivery**: _____

Location_____ Day_____ Time(s)_____

Location_____ Day_____ Time(s)_____

☐ 1 Gallon of **TEA**; includes Sweeteners: *$8.00 per Gal*

**# of Gallons per delivery** _____

Location_____ Day_____ Time(s)_____

Location_____ Day_____ Time(s)_____

☐ 1 Gallon of **LEMONADE**; includes Sweeteners: *$8.00 per Gal*

**# of Gallons per delivery:** _____

Location_____ Day_____ Time(s)_____

Location_____ Day_____ Time(s)_____

## Recreation & Activities:

We offer the following **FREE AMENITIES:** no reservation required – *come and go as you please during your stay*:

Open Fields, Basketball Courts, Sand Volleyball Pits, Soccer Field, Disc Golf, GaGa Ball, Human Foosball, Cornhole, Hiking Trails, Pickleball (upon request), Fishing (bring your own equipment & bait), 9 Square, Polypong, Carpet Ball.

☐ Pickleball *(free amenity) – let us know if you would like to play Pickleball so we can set up the nets in advance.*

## Advance Reservation - Recreation & Activities for an ADDITIONAL FEE:

The activities below require advance reservations and an additional fee - See Rates and Amenities Sheet for more details.

*Please communicate with the Retreat Specialist to ensure time-slot availability as activities are scheduled on a first request-first serve basis, and may fill up quickly – must be reserved no less than 3 weeks from your event – fees will be charged on Final Invoice.*

### Silent Disco – Minimum 50 – Maximum 700 people

- ☐ Silent Disco (headsets provided) $5 per headset
- ☐ $25 per transponders (3 transponders total)
- ☐ HLC DJ: $50 per hour

### Range Activities: All Activities should be scheduled between 9am – 4pm

- ☐ Rifle Range – (BB Guns) $30 per group per hour
- ☐ Rifle Range – (22's) $30 per group per hour; plus 15¢ per bullet
- ☐ Archery - $30 per group per hour
- ☐ Axe Throwing - $30 per group per hour
- ☐ Archer's Quest - $50 per group per hour
- ☐ Gellyball - $10 per person per hour OR $200 for a group of 20+ per hour

### Water Activities: *Weather & Lake Levels permitting*; *April-September only.*

Reservation for exclusivity of swimming pool, swim pond, and boat activities are restricted to one 2-hour block of time per day.

*Must have a HLC Lifeguard on Duty.*

- ☐ Swim Pond – floating obstacle course & slide – $15 per person per hour
- ☐ Ski Boat w/ Banana Sled - $15 per person per hour
- ☐ Pool - $150 per group per hour

### High Ropes Activities:

- ☐ Hexapod – FULL COURSE with ZIP LINE- $15 per person
- ☐ Hexapod – ELEMENTS ONLY - $10.00 per person
- ☐ Hexapod – ZIP LINE ONLY - $10.00 per person
- ☐ Rockwall *(separate activity from hexapod)* $10 per person

### Low Challenge Course Activities

- ☐ Low Challenge Course - $15.00 per person

**Campfire –** $50 per 1-hour session: (8pm, 9pm, 9:30pm)

***Not available during county-wide Burn Ban***

- ☐ Campfire
- ☐ Skewers available upon request: 10¢ per skewer

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