Highland Lakes Camp & Conference Center

# Rental Setup Checklist - Camp

Effective: May 15, 2027 – August 15, 2027

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: $60 per day. # of Carts:_____(2 max)
- ❑ 4 Seater Golf Cart: $60 per day. # of Carts:_____
- ❑ 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: All Activities should be scheduled between 9am - 5pm.**
**Indicate Day & Time**
**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 Headsets _____
- ❑ DJ

**Range Activities:**

- ❑ Rifle Range: BB Guns
  Day, Time:_____
- ❑ Archery
  Day, Time:_____
- ❑ Axe Throwing:
  Day, Time:_____
- ❑ Archer's Quest:
  Day, Time:_____
- ❑ GellyBall:
  Day, Time: _____

**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: _____
- ❑ Ski Boat w/ Banana Sled:
  Day, Time: _____
- ❑ Pool:
  Day Time: _____

**Hexapod Activities:**

- ☐ HEXAPOD – Full Course with Zip Line:
  Day, Time _____
- ☐ HEXAPOD - Elements Only:
  Day, Time _____
- ☐ HEXAPOD – Zip Line Only:
  Day, Time _____
- ☐ ROCKWALL:
  Day, Time_____

We have rec fields available. If you would like to reserve one for a particular time and use, indicate below.

- ❑ Upper Rec Field
  Day, Time: _____
- ❑ Lower Rec Field – soccer field
  Day, Time: _____

- ❑ 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 & Camp 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

**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: Breakfast:_____Lunch:_____Dinner:_____

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 dietary restriction and send with this sheet.**

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