

HIGHLAND LAKES

Camp and Conference Center

Retreat Setup Checklist

Group Name: _____

Retreat 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.

We have limited wireless internet service; bring your own hot spot if internet access is critical to your event.
Please complete and send in this three-page 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 (per day fees apply)

- DVD Player (\$5)
- 40" LED Television (\$35)
- 32" LED TV (\$25)
- Mounted 70" LED/TV Highland Inn MR Only (requires HLC staff for setup) (\$50)
- Portable 70" LED/TV (\$50)
- _____ # Music Stand (\$5/stand)
- Portable PA System, Speaking Only w/1 microphone (\$30)
- Portable PA System, multi input Vocal/Instruments (\$40)
_____ # of microphones needed
_____ # of instrumental inputs (**we do not provide instrument cables**)
8 max total inputs - mics/instrument inputs
- Wireless Handheld Microphone (\$20) requires multi input PA
- Portable Video Projector & Screen (\$50)
- Mounted Video Projector (Conf. Center Assembly/Tabernacle) (\$50)
- Tabernacle Audio System (Requires Sound Technician) \$125.00
- Miles Auditorium Audio System (Requires Sound Technician) \$700.00 + Technician
- Miles Auditorium Projection System (Requires Video Technician)\$150.00+Technician
(Technicians range from \$30-\$50 per hour depending on rented space)

Chair Arrangement — Please Check One

- Chairs # _____
- 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.

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)

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

- 4 Seater Golf Cart (\$25/day)
- I plan to bring my own golf cart(s).

Optional-Sketch Meeting Room Layout

attach additional sheet if needed

Anticipated Check-In Time _____ Anticipated Departure Time _____

Please mail/email or fax this setup list to HLC at least 3 weeks prior to event. Fax: 512-264-2794.

5902 Pace Bend Rd. North, Spicewood, TX 78669

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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.
See HLCCC Rates and Amenities for more information and pricing.

- Riflery (BB Guns-\$30 per hour) (22 Rifles-\$40 per hour + ammo cost)
(Day, Time, #) _____(circle choice)
- Archery (\$30 per hour)
(Day, Time, #) _____
- Archer's Quest (\$30 per hour)
(Day, Time, #) _____
- Paintball (\$20.00 per person)
(includes equipment, protective gear and 200 paintballs)
(Day, Time, #)_____

Challenge Course Activities (20 person minimum):

See HLCCC Rates and Amenities for more information and pricing. Group Info. Sheet Required for approval)

- Low Ropes (\$12 per person, \$200.00 minimum)(2 hour session)
(Day, Time, #) _____
- Zipline only (\$12.50 per person, \$250.00 minimum)
(Day, Time, #) _____
- HEXAPOD (\$25 per person, \$300.00 minimum)
(maximum weight 250lbs, minimum age 10 years old)
(Day, Time, #) _____(2 hour session)

Complimentary Activities

See HLCCC Rates and Amenities for more information and pricing.

- Campfire (Day, Time) _____ (1 hour sessions only
8pm, 9pm or 10pm) Campfire is complimentary.

Not available during County -Wide Burn Ban

*(Skewers are available to rent for \$10.00 per campfire **advanced notice required**)*

*We offer the following free amenities. First come first serve
Baseball/Softball/Kickball field, Soccer Field, Sand Volleyball Court
Disc/Frisbee Golf, GaGa Ball, Horseshoes, Ping Pong Tables
Fishing-License required, catch and release (bring your own
equipment and bait)*

Water Activities: Weather & Lake Levels permitting

See HLCCC Rates and Amenities for more information and pricing.

- Waterfront Inflatable Toys (\$120.00 per hour)
(May-Sept only; Day Time, #) _____
- Ski Boat w/ Banana Sled (\$140.00 per hour/per boat)
(May-Sept only; Day Time, #) _____
- Pool (\$100.00 per hour)
(May - Sept only; Day Time, #) _____
- 2 Person Kayak (\$30.00 per hour per group)
(May- Sept only; Day, Time, #) _____

Meal Times — Please list meal schedule and special needs below.

8:00 a.m., Noon, and 6:00 p.m. (5 p.m. Sunday – Thursday). 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? If so, please list their name and food allergy (additional \$0.50 per special meal provided).

Meals can be catered upon request. Advanced notice required plus \$25.00 catering fee per meal time. Contact HLC office for more information.

Snack trays or drink stations (coffee, juice, soda, etc.) are available for a minimal fee. **Advance noticed required.** Refer to enclose pricing sheet.

Would you like a complimentary water station in your meeting room? Please indicate **date, time, and location** of delivery. Refills are \$3.00 each, deliveries must be before 8pm. _____

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Meeting Spaces — Please list your needs. Meeting area usage fees are applied as stated in Section I of contractual agreement. Spaces are reserved according to the needs of all guests and on a first requested basis.

Do you need any additional meeting spaces not listed on your contract? _____

If so, how many additional meeting spaces are needed? _____

Please list the requested time for your additional space(s). _____

What is the capacity needed for each additional meeting space(s)? _____

Please indicate your preferred setup for any additional space(s) requested. See page 1 for equipment and arrangements available.

Miscellaneous — Please list any additional requests that you have at this time. If you have any questions or concerns regarding any of this information please call the Highland Lakes office at 512-264-1777 or toll free 888-222-3482.

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Catered Snack Trays

Snack trays are prepared to serve an average of **20 individuals**.

Pricing includes all necessary paper products (napkins, plates, cold/hot drink cups, and plastic ware).

Please indicate by circling your choice below. (Please note time and location of delivery, **all items must be scheduled to deliver before 8pm**)

Chips and Salsa **\$20.00**
Tortilla Chips, Mild Tomato Salsa.
Add Nacho Cheese (\$10).

Pastry Tray **\$50.00**
Cinnamon Rolls, Scones and Muffins.

Sweet Trays **\$30.00**
Option 1: Fresh Baked Brownies.
Option 2: Fresh Baked Cookies.

Vegetable Tray **\$40.00**
Assorted Seasonal Vegetables: Carrots, Broccoli, Celery, Cherry Tomatoes, Cauliflower.
Choice of Dressings Include: Ranch, Thousand Island, or Italian.

Fruit Tray **\$50.00**
Assorted Seasonal Fruits May Include: Peaches, Strawberries, Grapes, Kiwi, Cantaloupe, Watermelon, Honeydew Melon, or Pineapple.

Deluxe Snack Tray **\$50.00**
Assorted Cubed Cheeses, Assorted Rolled Lunchmeats, Gourmet Crackers, Seedless Grapes.
Add Fresh Baked French Bread (\$2.50 / Loaf)

Drink Stations:

Individual Packets of flavored tea	\$6.00 per 12 packet assortment
Bottled Water	\$12.00 per case of 12
Assorted Chilled Sodas	\$15.00 per 12 pack cans please circle choice of drink (Coke, Diet Coke, Dr Pepper or Sprite)
1 Gallon of Lemonade or Tea	\$10.00 (Includes Sugar / Sweeteners)
1 Gallon of Coffee	\$15.00 (Includes Flavored Creamers, Sugar, and Sweeteners)
Bags of Ice	\$3.00 each
Ice for your Cooler (we do not provide coolers)	\$5.00 each

Additional Options:

Carton of Snack Gold Fish	\$8.00
3 lb. Can of Dry Roasted Peanuts	\$12.00
3 lb. Can of Mixed Nuts	\$15.00
3 Gallons of Ice Cream (average of 50 people)	\$35.00 (Includes Bowls and Spoons)

Miscellaneous Rentals (limited quantities available)

Microwave	\$10.00 per day
Mini Fridge	\$10.00 per day

All Food items require Advance Notice.

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