

Highland Lakes Camp & Conference Center
2022 Summer Rental Setup Checklist - Camp

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 four-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
- 70" LED/TV Highland Inn MR Only; requires HLC staff for setup: \$50
- CD player: \$5
- _____ # Music Stand: \$5 per 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: \$50
- Mounted Video Projector; Conf. Center Assembly/Tabernacle: \$50
- Tabernacle Audio System; Requires Sound Technician: \$125
- Miles Auditorium Audio System; Requires Sound Technician: \$700 + Technician
- Miles Auditorium Projection System: Requires Video Technician: \$150 + Technician

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

- 6 Seater Limo Golf Cart: \$35 per day
- 4 Seater Golf Cart: \$25 per day
- I plan to bring my own golf cart(s).

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.

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 N || Spicewood TX 78669

512-264-1777 || 888-222-3482

www.hlccc.org

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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.

- Rifle Range: BB Guns - Complimentary; 22 Rifles - \$40 per hour + ammo cost. Circle Choice
Day, Time, # of participants: _____
- Archery: Complimentary
Day, Time, # of participants: _____
- Archer's Quest: \$20 per hour
Day, Time, # of participants: _____
- Paintball: \$20 per hour; 10 person minimum
Day, Time, # of participants: _____

Water Activities: Weather & Lake Levels permitting
See HLCCC Rates and Amenities for more information and pricing.

- Lakefront Inflatables: \$8.00 per person; 16 person minimum
May-Sept only; Day Time, # of participants _____
- Ski Boat w/ Banana Sled: \$10.00 per person; 16 person minimum
May-Sept only; Day Time, # of participants _____
- Pool: \$100.00 per hour
May - Sept only; Day Time, # of participants _____
- 2 Person Kayak: \$15 per ½ hour, \$25 per hour
May- Sept only; Day, Time, # of participants _____

Challenge Course Activities (20 person minimum):

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

- HEXAPOD: \$25 per person, \$300.00 minimum
Day, Time, # of participants _____
- HEXAPOD - Zip Line Only: \$12.50 per person
Day, Time, # of participants _____

Complimentary Activities

See HLCCC Rates and Amenities for more information and pricing.

- Campfire: 1 hour sessions; 8pm, 9pm, 10pm
Day, Time: _____
First 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 Golf, GaGa Ball, Horseshoes, Ping Pong Tables
Fishing - License required, catch and release, bring your own equipment and bait

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

8:00 am, 12:00 pm, and 6:00 pm; 5:00 pm 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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