

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.

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)
- VCR (\$5)
- 42" Plasma/LCD Television (\$25)
- 21" TV/DVD/VCR Combo (\$10)
- Tape/CD player (\$5)
- PA System, Speaking Only w/ microphone (\$10)
- PA System, Vocal/Instruments (\$25)
 - _____ # of microphones needed
 - _____ # of instrumental inputs
 - 8 max total mics + instrument inputs
- Wireless Lapel Microphone (\$10)
- Wireless Handheld Microphone (\$5)
- Electronic Piano (\$25)
- Piano (only available in certain meeting locations)
- Portable Video Projector (\$45)
- Overhead Projector (\$5/day)
- Mounted Video Projector (Conf. Center Assembly/Tabernacle)
EIKI 4000 Lumens (\$50) - 2 available or both (\$75)
- _____ # Music Stand (\$5)
- Sound Snake (Tabernacle) *24 channel/4 return (\$10)*

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.

Stage Lights

- Stage Lights w/ controller (Tabernacle)
300W Par 56 lights with DMX Controller (\$25)

Standard Equipment

- Marker Board
- Marker/Eraser Kit
- Easel
- Podium
- Tables
Complimentary tables are limited to 10. Additional tables are \$5.00 per table.
 - _____ # 8ft long
 - _____ # 6ft long
 - _____ # 5ft round
 - _____ other (please specify style) _____
- Screen

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

Optional-Sketch Meeting Room Layout

attach additional sheet if needed

Please mail 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
512-264-1777 ♦ 888-222-3482
www.highlandlakescamp.org

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Anticipated Check-In Time _____ Anticipated Departure Time _____

Recreation & Activities — Please Indicate Day, Time, and # of Participants

Additional Fees Apply. See *HLCCC Rates and Amenities for more information.*

** Recreation must be scheduled at least three weeks in advance.*

Range Activities:

- Riflery (BB Guns \$20/hour; .22 Rifles \$35/hour)
(Day, Time, #) _____
- BMX Bike Track (\$20/hour)
(Day, Time, #) _____
- Archery (\$20/hour)
(Day, Time, #) _____
- Paintball (\$17/ person)
(Day, Time, #) _____

Water Activities:

- Waterfront Inflatable Toys (\$75/hour - 2 hr. minimum)
(Seasonal; Day Time, #) _____
- Ski Boat w/ Banana Sled (\$90/hour)
(Seasonal; Day Time, #) _____
- Pool (\$25/hour)
(Seasonal; Day Time, #) _____
- 2 Person Kayak (\$25/hour)
(Day, Time, #) _____

Challenge Course Activities (20 person minimum):

- Low Ropes (\$10/person; **Group Info. Sheet Required for approval**)
(Day, Time, #) _____
- High Ropes (\$15/person; **Group Info. Sheet Required prior for approval**)
(Day, Time, #) _____
- Leap of Faith (\$5/person)
(Day, Time, #) _____
- Other: See HLCCC Rates and Amenities for more choices.
(Activity Choice, Day, Time, #) _____

Complimentary Activities

- Campfire (Day, Time) _____ *(Limited availability during burn ban)*
1 Complimentary, \$10 each thereafter
- Frisbee Golf (Day, Time) _____
- GaGa Ball (Day, Time) _____
- Volleyball (Day, Time) _____
- Basketball (Day, Time) _____
- Ping Pong (Day, Time) _____
- Horseshoes (Day, Time) _____
- Softball (Day, Time) _____
- Tennis (Day, Time) _____
- Fishing. (License required, bring own equip.) (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) unless scheduled otherwise. 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.

What are your preferred meal times? _____

The number of guests in your group that will be attending each meal? _____

Does anyone in your group have special dietary needs? If so, please let us know how to best accommodate these needs. _____

Would you like one complimentary water station? Please indicate preferred **date, time, and location** of delivery. _____

Meals can be catered upon request. Advanced notice required plus \$25.00 catering fee per meal. 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.

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Catered Snack Trays

Snack trays are prepared to serve an average of 20 individuals and pricing includes all necessary paper products (napkins, plates, cold/hot drink cups, and plastic ware).

Please indicate requests on the Retreat Setup Checklist.

Chips and Salsa **\$17.00**
Tortilla Chips, Mild Tomato Salsa.
Add Nacho Cheese (\$10).

Mid-Morning Tray **\$42.00**
Mini Sausage Wraps, Doughnuts, Muffins, Bagels, Assorted Fruit Juices.

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 **\$45.00**
Assorted Seasonal Fruits May Include: Peaches, Strawberries, Grapes, Kiwi, Cantaloupe, Watermelon, Honeydew Melon, or Pineapple.

Deluxe Snack Tray **\$49.00**
Assorted Cubed Cheeses, Assorted Rolled Lunchmeats, Gourmet Crackers, Seedless Grapes.
Add Fresh Baked French Bread (\$2.50 / Loaf)

Drink Stations:

Individual Packets of Spiced Tea / Apple Cider / Hot Chocolate	\$.50 per packet
Bottled Water	\$1.00 each
Assorted Chilled Sodas	\$1.25 each
1 Gallon of Lemonade or Tea	\$10.00 (Includes Sugar / Sweeteners)
1 Gallon of Coffee	\$14.00 (Includes Flavored Creamers, Sugar, and Sweeteners)
Bags of Ice	\$3.00 each
Cooler of Ice	\$5.00 each

Additional Options:

Carton of Snack Gold Fish	\$7.50
3 lb. Can of Dry Roasted Peanuts	\$12.00
3 lb. Can of Mixed Nuts	\$15.00
3 Gallons of Blue Bell Ice Cream (average of 50 people)	\$35.00 (Includes Bowls and Spoons)

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