

HOTBC Auditorium & Meeting Room

Rules, Set-Up and Equipment Reservations

RULES:

- Auditorium & Meeting Room set-up and basic audio/visual equipment rental **MUST** be requested and arranged before arrival. Audio/Visual equipment will be checked before and after the retreat. It must all be returned in the original condition or the camping group will be charged replacement cost. Audio and Visual Equipment is available for a daily rate of \$15 per system. **Audio & Visual Equipment is available on a first reserved, first serve basis** (*this sheet is your reservation*).
- Camp sound/video technicians are not available for retreat use. Systems will be set up for you before you arrive as requested on this form. You must perform your own sound checks.
- Absolutely **NO duct tape** on the Auditorium or Meeting Room floors please. Any other tape needs to be approved thru camp administration before use. **No tape nails or tacks on the walls.** Ask the camp administration before attaching anything to the walls.
- Do not alter any of the fixtures of the Auditorium or Meeting Rooms, including electrical system. Consult the camp maintenance supervisor if there is a question, concern, or problem.
- **No Food, Drinks, or Gum in the Auditorium.**
- No standing in the chairs. Please do not drag chairs along the floors.
- For questions or concerns about available Audio/Visual Equipment, call 325-642-8247.

EQUIPMENT RESERVATION:

Meeting Room Reservation (Rental rates apply per room):

- Auditorium Huff Conference Welcome Center Meeting Gibson Meeting
 Coleman 1st Meeting WMU Meeting Other: _____

Basic Audio System Reservation (\$15 per day): *Please check-mark only what you need*

- Soundboard (9 channels max)
 Left & Right Speakers (with elevated stands & cables)
 Monitor (with cables)
 Hand-Held Microphones (with stands & cables): *specify how many needed (5 max):* _____
 Podium with Microphone: Only in Auditorium & Huff Conf. (*include in 5 handheld max*)
 Wireless Lapel Microphone
 Music stand
 CD Player
 Cassette Player

Note: All other cables & equipment must be furnished by retreat.

Basic Visual System Reservation (\$15 per day): *Please check-mark only what you need*

- Projector Screen
 Video Projector & VGA cable (*A laptop is not furnished to run the projector*)
 DVD Player
 VCR
 Television on rolling stand
 Overhead Transparency Projector

Note: All other cables & equipment must be furnished by retreat.

Auditorium/Meeting Room Set-up (Included in room rental rate). *Meeting Room capacity limits apply*

- Chairs (how many): _____ Arrangement: _____
 Tables (how many): _____ Arrangement: _____
 Podium Marker Board with Easel Internet Access

Signature of person responsible for equipment: _____

Cell Phone: _____ Date: _____

Please sign and return with your Confirmation Sheet (*All groups must sign to secure reservations*)
The camp reserves the right to keep any or all deposit for damages or excessive cleaning.