

Planning Your Retreat at The Hill

- Select several potential event dates before contacting us in case your preferred choice isn't available.
- Determine the number of participants you expect so that the proper facility space can be reserved.
- Call Kim Warren at 270-437-4172 to discuss availability.
- Make the appropriate deposit to secure your dates (\$200 for weekend events and \$400 for weeklong events). Checks can be mailed to: The Hill, PO Box 13, Hardin, KY 42048. Payment can also be made online at: <https://secure.etransfer.com/LifeontheHill/InvoicePayment.cfm>. Please list the group and retreat dates in the comments section. (Your deposit will be deducted from the final cost.)
- Figure your cost per attendee. The first night at The Hill is \$40 per person. Each additional night is \$30 per person. (\$20 for single night attendees or volunteers not sleeping at The Hill and \$30 for single day attendees and volunteers not sleeping at The Hill.) Consult the pricing guide on our website for more details. There will also be 6% sales tax added to the final cost unless your group is exempt and supply us with a KY Purchase Exemption Certificate. Email a copy to administrator@lifeonthehill.org or drop it in the mail to The Hill, PO Box 13, Hardin, KY 42048.
- You will need liability insurance to cover your group against unforeseen accidents or negligence. Your church or organization's policy will likely cover the offsite events you sponsor. Contact your agent to confirm the details and any limitations. We will need a copy of your Certificate of Insurance with "The Hill at BASIC Training" added as a certificate holder. It can be emailed to administrator@lifeonthehill.org.
- Assess event technology needs: sound system, projection, computers, lighting, extension cords, etc. The Hill has two large screen TVs on the west wall of the Library Meeting Room for presentations as well as a smaller TV for a speaker monitor on the back wall. Those can be connected via HDMI from your device or via Apple TV wirelessly with compatible devices. The speakers in the TVs provide good sound for playing videos or music through a connected device. We also provide access to a ceiling mounted projector and screen that is accessed via VGA cable on the south wall of the Library Meeting Room. The Hill **does not** provide any sound or computer equipment for your event. (The acoustics in the meeting room are excellent and a sound system may not be needed.) Feel free to contact us with questions, 270-293-1223 (Brent).
- Calculate table and seating needs. (We have 12-6' tables, 24-8' tables, 11-5' round tables, 100-padded conference chairs, 160+-metal folding chairs in the Manna House, 60-metal folding chairs in the meeting room below the Ark.)
- If your group will have above normal electrical needs for devices or equipment, call us to discuss solutions, 270-293-1223 (Brent).
- Plan time for setup and tear down in your schedule.

- Plan your kitchen crews and if necessary coordinate with The Hill for instructions or training. Our kitchen manager may be available to help you with meals and planning or complete catering at extra cost. There are many options available to feed your event participants. Let us know if you need assistance or want to hear about some of our favorite solutions.
- Notify attendees to bring their own: pillow, twin-sized linens and blanket or sleeping bag, towels, washcloths, and toiletries. Our accommodations are dormitory style and do not include those items. (We do have a few things if someone forgets an item or two.)
- Notify attendees and volunteers that parking is on either side of the road as you come out of the woods and approach the Manna House and Ark dorm. No event parking is allowed beyond the posted signs, only loading and unloading and handicap.