

conference and event planning

It begins with an extraordinary setting...

Horseshoe Bay Resort fits in every way. Big skies. Blue waters. Hillside vistas. Comfortable luxury. And breathtaking settings both indoors and out. A Texas original, Horseshoe Bay Resort sits along the shores of Lake LBJ, claiming 7,000 acres in the heart of the Hill Country. The unique location, exceptional amenities and unerring focus on Texas Premium Service create the perfect place to play, relax and entertain.

Here you'll find all the elements of the perfect event, from informal business meetings and small intimate gatherings to corporate events and elegant parties. Horseshoe Bay Resort provides everything but the guest list to make planning simple and easy for you.

The Event Planning Staff

An experienced Conference Planning Manager is assigned to help you plan and successfully execute every step of your event. From guest and meeting room arrangements to audio/visual requirements, special functions, off-site excursions, theme events and ground transportation to and from the Resort, our conference planning managers offer meticulous, personalized support.

Advanced Planning

Detailed, advanced planning is the key to an effective, smooth-running event. It is important you communicate directly with your Conference Planning Manager to ensure your event's success.

Location

Horseshoe Bay Resort sits along the shores of Lake LBJ in the heart of the Hill Country, just 45 minutes northwest of Austin and 75 minutes north of San Antonio.

Accommodations

The accommodation options at Horseshoe Bay Resort offer you a range of choices. The Marriott Hotel offers 385 guest rooms including suites and the adjacent Paseo vacation apartments with one-, two- and three-bedroom villas. The Waters features luxurious one-, two- and three-bedroom villas with sweeping views of the lake.

Daily Resort Charge

Room rates and packages are subject to a Daily Resort Charge. The Daily Resort Charge includes: concierge service, high-speed Internet access, use of fitness center, access to all resort pools, 30% discount on tennis court access, 20% discount on Whitewater putting course, self parking, shuttle service to resort amenities, golf bag storage, self-service laundry facilities, local and long-distance calls and lobby newspaper.

Meeting Spaces

The Marriott Hotel offers 50,000 square feet of total meeting space including 20 specially designed meeting rooms and the largest ballroom in the Hill Country with a seating capacity of 1,300. In addition, the Resort offers over 40,000 square feet of outdoor venue space with Hill Country, Lake LBJ, golf course and poolside views. State-of-the-art audio visual equipment is available for presentations, including large, flat-screen monitors. Wireless internet is available in all Marriott Hotel meeting spaces.

Conference rooms are selected to accommodate particular requirements in terms of meeting format and audio/visual needs.

For audio visual capabilities for meetings and events throughout the Resort, please contact your Conference Planning Manager.

Internet Connectivity

High-speed internet access in guest rooms is included in the Daily Resort Charge.

High-speed internet is available in some villas at The Waters. Please check with The Waters Concierge Services for more information.

High-speed wired internet is available in all Marriott and Paseo vacation apartments guest rooms. For information and pricing for high-speed wireless internet in meeting rooms, please contact your Conference Planning Manager.

Business Center

Located on the first floor of the Marriott Hotel, the center is accessible 24 hours a day with your hotel room key.



HORSESHOE BAY RESORT

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Dining

Distinctive dining rooms, picturesque terraces, poolside and lakeside patios, lush Spa Gardens, the white sand beach and luxurious ballrooms provide a wide selection of settings for banquets, receptions, theme events and casual dining.

Gift Shops

Whitewater Pro Shop

For a special gift or keepsake, browse through the unique collection of logo and specialty items at the Whitewater Pro Shop. Fully equipped and stocked with the latest in tennis fashions and equipment, Whitewater also offers racquet rental and stringing services.

Slick Rock and Cap Rock Pro Shops

Fully equipped and stocked with the latest in golf fashions, equipment and personalized gift items. Club rental and golf shoe re-spiking available.

The Market at the Marriott Hotel

If you forgot to pack something, find it here along with an assortment of candy, ice cream, drinks, magazines and gift items.

Kids' Club/Children's Programs

Children will experience new friendships, express themselves in a variety of action-packed adventures and expand their creativity as they take part in the many wonders awaiting them at the Kids' Club. Our professional and qualified counselors will lead them on a fun-filled journey that exercises both imagination and body in a safe and worry-free environment. Advance notice is requested for reservations, and 24-hour notice required for cancellation. Half- and full-day programs are available. Kids' Night Out is offered Wednesdays and Saturdays.

Specially designed group activities are also offered.

For reservations in the Kids' Club, please call 830.598.8600.

Minimum age: 4 years | Maximum age: 12 years

Smoking Policy

All indoor facilities are non-smoking.

Parking

Complimentary self parking is available at The Waters, the Marriott Hotel and throughout the Resort. Valet parking is available at the Marriott Hotel.

Guest Fax and Phone Numbers

Resort phone number: 830.598.8600

Resort fax number: 830.598.8999

Guest room phone numbers at The Waters: varies by unit

Package Shipments

Incoming

The Resort will receive and store incoming packages at no charge if received within five business days prior to the beginning of the program. Any packages received prior to this time will be subject to a \$3 per box, \$10 per display/case/oversized box, and \$25 per pallet/crate per day charge. If a pallet or crate exceeds 200 lbs, there will be a \$75 in/out fee regardless of arrival date.

For **carrier services**, the material should be sent using the following format:

Group Name (followed by guest's name)
C/O (Conference Planning Manager's name)
Horseshoe Bay Resort
200 High Circle North
Horseshoe Bay, TX 78657

For **United States Postal Service**, materials should be sent using the following format:

Group Name (followed by guest's name)
CO (Conference Planning Manager's name)
Horseshoe Bay Resort
PO Box 4650
Horseshoe Bay, TX 78657

Outgoing

To make arrangements for your outgoing shipping needs, please contact your Conference Planning Manager.



HORSESHOE BAY RESORT

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Planner's Checklist

This checklist is designed to assist you with planning your event at Horseshoe Bay Resort.

- Attendees Informed** - Please make sure that you pass all this information on to your attendees to ensure a successful event.
- Banquet** - Food and beverage selections are needed 30 days prior to arrival.
- Billing Instructions** - Group billing instructions, including designated signatures, are needed 30 days prior to arrival. These instructions are entered into the billing system at that time. Any changes to the group billing instructions after this deadline must be approved by the Resort.
- Check-in** - Check-in time at the Marriott Hotel is after 4pm, and check-out time is before 11am. Check-in time at The Waters is after 4pm, and check-out time is before noon.
- Daily Resort Charge** - Room rates and packages are subject to a Daily Resort Charge. The Daily Resort Charge includes: concierge service, high-speed Internet access, use of fitness center, access to all resort pools, 30% discount on tennis court access, 20% discount on Whitewater putting course, self parking, shuttle service to resort amenities, golf bag storage, self-service laundry facilities, local and long-distance calls and lobby newspaper.
- Dining** - Conference dining or private dining? Please be sure you notify your Conference Planning Manager if private dining is required to ensure that the proper space is blocked. A surcharge may apply for private dining.
- Dress Codes** - Please check with your Conference Planning Manager for Golf, Tennis and Dining Amenity dress codes.
- Food and Beverage** - All liquor and food must be purchased from the Resort. Food and beverage event guarantees are required three (3) business days in advance.
- Golf Courses** - Collared shirts are required. No t-shirts or denim allowed. Soft spikes only. Tennis shoes are permitted. Check in at Golf Pro Shop 30 minutes in advance of your scheduled tee time.
- Golf Pairings** - Group golf pairings are needed 48 hours in advance of tee times.
- Meeting Rooms** - Please check your meeting requirements on your booking agreement. If you need any additional meeting rooms, please notify your Conference Planning Manager immediately to ensure the additional space is available.
- Meeting Room Requirements** - Meeting room setups and audio/visual requirements are needed 30 days prior to arrival. Meeting room names will be available three weeks prior to your program.
- Package Plan** - Please review your package plan with your Conference Planning Manager to make sure that you have a complete understanding of what is included.
- Recreation** - Golf counts must be guaranteed seven days in advance. All other recreation counts must be guaranteed 72 hours in advance. No-shows will be billed to the Master Account.
- Room Block** - Remember to keep an eye on your contracted room block. If you think you are not going to use your entire block, please release the extra rooms to your Conference Planning Manager 30 days prior to arrival. Attrition and cancellation policies may apply.
- Rooming Requirements** - Rooming lists are due 30 days prior to arrival. Any unassigned rooms will be released at this time. Once your rooming list has been submitted, please submit changes in writing to your Conference Planning Manager. Please do not resend your entire rooming list.
- Spa** - Due to the popularity of Bayside Spa, we recommend that spa appointments be arranged well in advance. Spa appointments are subject to a 24-hour cancellation policy. A 20% service charge is applied to all services.
- Tax Exempt** - To be eligible for this status, please forward a copy of your tax exemption certificate to the Resort.
- Tee Times** - Have you reserved golf tee times for your group? Have reservations been made for other recreation?
- Transportation** - Airport pickup requests will be needed 72 hours in advance. No-shows will be billed to the Master Account.



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