



Highland Pointe Recreation Association, Inc.  
3750 Club House Court  
Marietta, GA 30066-2472  
770-973-0925  
[www.highlandpointe.org](http://www.highlandpointe.org)

## Event Representative Information Form

(caterer, florist, photographer, cleaning company, etc.)

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Representing Highland Pointe member (name): \_\_\_\_\_

Set-up date: \_\_\_\_\_

Event Date: \_\_\_\_\_

Please list your responsibilities for this event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Representative signature: \_\_\_\_\_ Date \_\_\_\_\_

Please note the following:

- (a) Highland Pointe Member must return this form to the office before making arrangements to pick-up the clubhouse key for set-ups.
- (b) Member must accompany representative at all times during set-ups.
- (c) Member is solely responsible for clubhouse key and any damages that might occur to the property during set-up.
- (d) Each Representative must receive a copy of and understand the *Clubhouse Rules and Guidelines* to prevent damage to the Clubhouse.