



Highland Pointe Recreation Association, Inc.
3750 Club House Court
Marietta, GA 30066-2472
770-973-0925
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.