

CONGREGATIONAL CHURCH OF BELMONT (CCB)
751 Alameda de las Pulgas, Belmont, CA 94002
650-593-4547 www.uccbmont.org

BUILDING USE RESERVATION

Group and contact names: _____

Street Address/City/State/Zip: _____

Telephone and email: _____

Purpose of event: _____

Expected attendance: _____ Room(s) desired: _____

Event date and time frame (including set up/take down/cleanup): _____

Set up details (no. of tables, type, no. chairs, other): _____

How did you hear about us? _____

Fees:

Security/cleaning deposit: \$250 (required to reserve space, refundable subject to conditions*)

Rental amount _____ (see rate sheet)

Set up/take down/clean _____ (if any)

Host/hostess _____ (if any)

TOTAL _____ (due 2 weeks prior to event) Exclude Security Deposit

Checks are to be made payable to Congregation Church of Belmont,
and mailed to: Maura Whitmore, 679 Wellington Drive, San Carlos, CA 94070

** The Security Deposit is refundable within two weeks following the event. It may be reduced due to property damage, use time in excess of that stated above, or failure to adhere to the Conditions of Usage. It will be returned to the name/address above unless stated otherwise. It is forfeited if the event is cancelled less than two weeks prior to the reserved date.*

I have read and will adhere to the Conditions of Usage and, as the Responsible Person, I understand that I am responsible for the security, cleanup and care of the facilities, the safety of those in attendance, and adhere to conditions of Building Use. I understand that the CCB nor its members or agents are not liable for any injury or loss incurred during this event.

Name and signature of Responsible Person

Date