

CALENDAR: _____
DEPOSIT: _____
FINAL: _____

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

BUILDING USE RESERVATION

GROUP/EVENT NAME: _____

CONTACT NAME(S): _____ CELL: _____

_____ CELL: _____

Street Address/City/State/Zip: _____

EMAIL: _____ Purpose of event _____

Expected attendance: _____ Room(s) desired: _____

Event date and time frame (including setup/take down/clean up): _____

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

How did you hear about us? _____

EVENT CHARGES

SECURITY/CLEANING DEPOSIT \$250 required to reserve space, refundable subject to conditions*

* The Security Deposit is refundable within two weeks following the event. It shall be reduced due to property damage, use time in excess of that stated above, or failure to adhere to the Conditions of Building Use. It will be returned to the name/address above unless otherwise indicated on this form.

RENTAL: \$ _____

ADDITIONAL RENTAL: \$ _____

SET UP/TAKE DOWN/ CLEANING: \$ _____

HOST/HOUSTESS \$ _____

TOTAL \$ _____ (due 2 weeks prior to event)

Make checks payable to Congregation Church of Belmont and mail to: CONGREGATIONAL CHURCH OF BELMONT (CCB), 751 Alameda de las Pulgas, Belmont, CA 94002; ATTENTION: RON Please add date of event in Memo line.

THERE IS A CANCELLATION FEE OF \$100 IF CANCELLED LESS THAN ONE MONTH PRIOR BUT MORE THAN 14 DAYS BEFORE YOUR EVENT. THE SECURITY/CLEANING DEPOSIT AND EVENT CHARGES ARE FORFEITED AND NON-REFUNDABLE IF THE EVENT IS CANCELLED 14 DAYS OR LESS PRIOR TO THE RESERVED DATE.

I have read, acknowledge and will adhere to the Conditions of Usage. I understand that I am responsible for the security, clean up and care of the facilities, the safety of those in attendance. I understand, acknowledge and agree that the CCB, its members or agents are not liable for any injury or loss incurred during this event.

PRINT NAME SIGNATURE Date

Revised Jan 18, 2016