

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