



# Congregational Church of Belmont

## United Church of Christ

751 Alameda de las Pulgas, Belmont CA 94002 · 650-593-4547  
Office@CCBelmont.org · www.CCBelmont.org  
The Rev. Sally Train, Interim Pastor

### RENTAL RESERVATION FORM

Name/Group Name: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Event Date/Timeframe: \_\_\_\_\_  
(Please remember to account for setup/cleanup time)

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Expected attendance (up to 100): \_\_\_\_\_ Room(s) desired: \_\_\_\_\_

How did you hear about us?: \_\_\_\_\_

### EVENT CHARGES

A SECURITY DEPOSIT of \$200-\$300 (depending on room rented) is required to reserve the space. **The event date is not guaranteed until the security deposit and rental forms are received.** Refundable subject to the following conditions:

The security deposit is fully refundable within two weeks following the event. It shall be reduced or withheld due to property damage, use time in excess of that stated above, or failure to adhere to the Conditions of Building Use (attached). The deposit will be returned to the original method of payment unless otherwise indicated.

Security deposit amount:            \$ \_\_\_\_\_

*Please continue on the next page →*



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Rental fees are due **no later than two weeks prior to the event**. Failure to pay fees by the indicated time may result in cancellation of your reservation.

Rental: \$ \_\_\_\_\_

Additional Charges: \$ \_\_\_\_\_

Total (due two weeks prior to event): \$ \_\_\_\_\_

**\*\*Cancellations may be made up to two weeks before the event time. Reservations cancelled less than one month prior to the event date are subject to a \$100 cancellation fee. Rental fees are forfeit and non-refundable for reservations cancelled less than two weeks prior to the event date. Extenuating circumstances may be considered at the rental coordinator's discretion.**

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Revised May 2022*