



# City of Millbrae

## Special Event Guidelines



## The City of Millbrae Special Event Guidelines

### CHAPTER 2

#### Section 1: Requirements for all events

It is the Permittee's responsibility to comply with all City, County, State and Federal Accessibility requirements, which includes equal access to facilities, services and programs for persons with a disability as well as ensuring them comprehensive civil rights protection.

- A. Permittee must comply with all applicable provisions of the California and Millbrae Building Codes, the Americans with Disabilities Act and any other applicable disability access requirements. *For events of 1,000 or more participants*, an ADA form must be completed online, signed and returned to the Recreation Department to finalize the permit process.
- B. Fire Department access/no parking Fire Lanes shall be observed at all times.

#### Section 2: Deposit

A deposit may be required prior the event date. The deposit will be based on the event type, and City resources requested.

#### Section 2: Pre and Post Event Walk-Thru

At the conclusion of the event, City facilities and public areas will be inspected by City personnel for additional clean up and damage charges. If the Permittee has not cleaned and/or repaired the area and restored it to its original condition, the City will clean and/or repair the area and retain the deposit or portion thereof, and charge the Permittee for amount of actual costs to recover City expenses for site cleanup and repair.

#### Section 3: Insurance

- A. Insurance is required for all special events. Events will be required to obtain a [\\$1 Million Certificate of Insurance](#). City of Millbrae must be named as additional insured and it must be in the form of and actual endorsement to the policy. The Special Endorsement and the Certificate of Liability Insurance must be submitted together. Depending on the event type, worker's compensation, liquor liability and automobile insurance may also be required.

#### Section 4: Business License

- A. All professional event planners and promoters for hire are required to obtain a business license regardless of whether the event is for charitable purposes. License will be based on the number of vendors.
- B. Subcontracting supply and service companies or organizations, e.g., catering, valet, rental, security services, food trucks, etc., are required to obtain individual business licenses.
- C. Non-profit charitable organizations are not required to obtain a business license.

#### Section 5: Permits to be Exhibited

- A. The Event Permittee shall carry a copy of the Special Event Permit at all times during the course of the approved event.
- B. Any person claiming to have a Special Event Permit shall produce and exhibit such permit upon the request of any authorized City staff.

- C. An event permittee shall carry a copy of any fire permit issued at all times during the course of the approved event.

#### Section 6: Permits Non-Transferable

Any permit issued pursuant to these regulations shall pertain solely to the Permittee, and shall be void if transferred or assigned in any manner.

#### Section 7: Cancellation of Events

- A. Cancellation for all minor events must be received at least 15 days in advance of the event to qualify for a full refund of the permit fee, less any actual costs incurred by the City. If cancellation occurs fewer than 15 days prior to the date of the event, ½ of the permit fee shall be forfeited.
- B. Cancellation for all major events must be received at least thirty days in advance of the event to qualify for a full refund of the permit fee, less any actual costs incurred by the City. If cancellation occurs fewer than thirty days prior to the date of the event, ½ of the permit fee shall be forfeited.
- C. Cancellation for all exclusive use events must be received at least thirty days in advance of the event to qualify for a full refund of the permit fee, less any actual costs incurred by the City. If cancellation occurs fewer than thirty days prior to the date of the event, ½ of the permit fee shall be forfeited.
- D. If cancellation occurs, the Permittee will receive a full refund of the cleaning and damage deposit, less any actual costs incurred by the City.
- E. City reserves the right to cancel any events at any time for any reason.

#### Section 8: Waste Disposal and Clean-Up at Events

- A. A clean-up recycling, composting, and waste reduction plan must be submitted as part of the Special Event Permit Application. The plan must include but is not limited to a map of recycling and trash stations at the proposed event and a written description of how the event plans to maximize recycling and composting.
- B. Fire department approval must first be obtained for disposal plans addressing briquettes, charcoal, or burned waste.
- C. Events must maintain appropriate, color-coded (blue for recyclables, green for compostables and black for trash), labeled containers in convenient locations, and educate vendors, volunteers, contractors, and clean-up crews, on [how to properly separate materials](#). If using SSF Scavenger provided boxes they must be labeled.
- D. All trash, litter, recyclables, equipment, signage and other temporary fixtures related to the event must be removed to restore facility/public space to its original condition. Litter created during the event must be picked up and the area left clean.
- E. The Permittee will meet with City staff and the entity responsible for the maintenance, if different from the City, in order to review the clean-up of the facility/public space and to determine if additional clean-up measures are required.
- F. Millbrae's Sanitation and Health Municipal Code, Chapter 6, [Sustainable Food Service Ware](#) Prohibits the use of any polystyrene foam, clear or colored disposable food service ware and requires the use of recyclable or compostable food service ware.

*Oil and Food Leftovers*

- G. All leftovers (oil, food, etc.) must be hauled away. No leftovers are to be poured down gutters or storm drains. Steamed water and/or ice are not to be poured on the lawn or in the bushes.

#### Section 9: Recycling

- A. Recycling Plan must be submitted with the Special Event Application. This plan will address strategies to reduce and recycle waste generated by the event.
- B. Event organizers are responsible for contacting South San Francisco Scavenger Company at 650-589-4020 to arrange for delivery and pick-up of all trash, recycling and food scrap-compost ordered for events.
- C. Recyclable cans/bottles, paper, cardboard, and other recyclables that are generated must be properly collected for recycling during the event and at the conclusion of the event. Food scraps from food preparation and leftover food scraps, paper plates and napkins can be placed in the marked containers. Food scrap collection containers may be requested by calling the South San Francisco Scavenger Company. The food waste will be processed off-site and composted.
- D. Event organizers that order garbage dumpsters from the South San Francisco Scavenger Company will coordinate with the City's special event point of contact to arrange to have "No Parking Signs" posted where the dumpster will be located. There must be at least 72 hours advanced notification.
- E. For events that require a dumpster, event organizers must complete a mandatory walk-through with City personnel. The walk-through will be scheduled through City personnel.
- F. Evaluation and Compliance  
Events will be monitored for compliance with aforementioned recycling requirements. If permittee is found to have violated these requirements, City of Millbrae personnel will consider enforcing penalties and recommend suspension of any further permits for the listed organization for following years.

#### Section 10: Amplified Sound

- A. Authorized use shall be subject to the following conditions: The number of loudspeakers, their location and direction, power output and the hours during which they may be used, shall be subject to written approval of the Recreation Department.
- B. The Permittee shall immediately comply with the direction of the Sheriff's Department or City personnel to request to reduce the sound generated by the event.

#### Section 11: Toilet Facilities

- A. If the event does not have access to indoor toilets or the number of indoor facilities is too small for the estimated event attendance, permittee shall provide toilet facilities depending on the event timeframe and estimated attendance.
- B. The number of portable toilets is determined by attendance and timeframe. Guests typically use the facilities once every three or four hours.
- C. Alcohol will also modify the numbers as guests will use the facilities 30 to 40 percent more often while drinking. Permittee shall plan to increase the request by ten percent.
- D. Typically portable toilets contain a 50-60 gallon holding tank, and will fill up after 90-100 uses.
- E. Portable restrooms must accommodate guests with disabilities. Under section 4.1.2 (6) of the Americans with Disabilities Act Accessibility Guidelines (ADAAG), at least five percent of single user portable toilets clustered at a single location must be accessible.
- F. To determine the amount of portable toilets, use the chart below:

Hours	1 HRS	2HRS	3 HRS	4 HRS	5 HRS	6 HRS	7 HRS	8 HRS	9 HRS	10 HRS
<b>GUESTS</b>										
<b>50</b>	1	1	1	1	2	2	2	2	2	2
<b>100</b>	2	2	2	2	3	3	3	3	4	4
<b>250</b>	3	3	3	4	4	4	5	5	6	6
<b>500</b>	4	4	5	5	6	6	7	7	8	8
<b>1000</b>	6	7	8	8	9	9	10	10	11	12
<b>2000</b>	9	12	15	16	17	17	18	18	19	19
<b>3000</b>	12	18	22	24	25	26	27	28	29	30
<b>4000</b>	16	24	29	32	34	35	37	38	39	40
<b>5000</b>	20	30	36	40	43	44	46	47	48	50
<b>6000</b>	24	36	44	49	52	53	54	56	58	60
<b>7000</b>	28	42	52	58	60	62	64	66	68	70
<b>8000</b>	32	48	60	66	69	72	74	76	78	80
<b>10000</b>	36	54	68	75	80	84	88	90	95	100

#### Section 12: Event Monitoring

- A. Major events may require dedicated City personnel to be present. The City will determine whether personnel presence is needed, and the Permittee will be charged the full cost of the vent personnel time to attend the event.
- B. All events must have sufficient staff and volunteer to spectator/participant ratios. Event staff/volunteers must be prepared to manage the entirety of the event from start to finish.

#### Section 13: Signs and Decorations

- A. Signs, banners and decorations may not be affixed within City Facilities/Public Spaces unless the Permittee has obtained the written consent of the City and/or the kiosk vendors (where applicable). All such signs shall comply with all City laws and ordinances. Event applicant may be required to consult with the Planning Division to apply for a temporary sign permit depending on the length of the event or if they plan on posting temporary signs to publicize the event.
- B. If approval is granted, the method of attachment shall not:
  1. Damage the structure or pose a hazard due to excessive wind load, or hinder access.
  2. Penetrate any tree, plants, poles or any fixed surface.
  3. Obstruct any exit sign or fire protection device (sprinklers, bells, horn/strobes).
- C. The Permittee conducting an event is not permitted use of, "Millbrae" to suggest or indicate that the event is sponsored by the City, or use the Millbrae seal/logo in promotional materials or advertising for the event without the City's written authorization.
- D. No helium filled balloons or "lighter than air" type balloons can be released.
- E. If permittee wishes to request to have a banner hung over Broadway Street, Permittee must complete a [Broadway Banner Request](#) and follow all guidelines.

#### Section 14: Vehicle Access

- A. No vehicles are allowed within the event area without prior written approval from the City.
- B. The City does not provide parking for events.

Section 15: On-Street “No Parking” Signs

- A. The regulations for the posting of “No Parking” signs are as follows:
1. The Permittee shall purchase “No Parking” signs to reserve on-street parking spaces for loading or staging of event related vehicles. The “No Parking” signs may be purchased at Engineering Department located in City Hall. The signs must state the date and time “No Parking” is to be enforced.
  2. “No Parking” signs will be posted 72 hours in advance of the parking closure by City personnel.
  3. The movement or posting of “No Parking” signs not previously scheduled and approved due to weather conditions, location problems, etc., may not be done without the approval of the Sheriff’s Department.
  4. Illegally parked autos (in violation of temporary "No Parking" signs) may be cited if the posting is confirmed to be in compliance with the Sheriff’s Department Guidelines. All efforts to locate owners will be made to avoid towing the vehicle, with the exception of an extreme situation and only then at the direction of the Sherriff Department.
  5. All posting instructions must be followed in order for the posting to be legal.

Section 16: Street Closure

Permittee must file a Temporary Street Closure Application, and decision will be based on City Council approval.

- A. Street Closures require special approval and can take a minimum of four months to process. Street closures on city streets require the approval of City Council.
- B. Signatures from property owners or designated representatives of two-thirds of residents and businesses on both sides of the streets to be closed might be required and all applicable fees must be paid prior to application approval.
- C. The Permittee must purchase “No Parking” signs. Street closure signage will be posted at least 72 hours in advance of the event by City of Millbrae personnel.
- D. The “No Parking” signs will be purchased at the Permittee’s expense.
- E. Barricades will be placed near the corner of the intersection to be closed no more than thirty-six (36) hours before the event by City Personnel. All barricades will be neatly stacked and not obstruct pedestrian movement at the intersection nor visibility from vehicles before the event.
- F. Final placements of barricades are subject to approval and may be moved at the sole discretion of the Public Works or Sheriff’s Departments.
- G. Permittee must provide a traffic control plan if street closure is contemplated.
- H. No permanent barricades to impede upon Fire Department access.

Section 17: Inflatables

- A. If inflatables are to be displayed at an event, a description of the inflatable must be submitted to the Recreation Department for approval. If approved, a permit must be secured from the Recreation Department.

*Inflatable Jumpers*

- B. Permittee must receive prior approval from the Recreation Department, and submit [\\$1 Million Liability Insurance](#). The City of Millbrae must be named as additional insured and it must be in the form of an actual endorsement to the policy. The Special Endorsement and the Certificate of Liability Insurance must be submitted together. The City of Millbrae does NOT provide electricity for public use. A quiet portable generator must be used.

Section 18: Smoking

- A. Smoking is prohibited on any unenclosed area of property in the city of Millbrae that is open to the public or any other property used for recreational purposes. [Title 5 Public Welfare, Morals, and Conduct, Chapter 5.95 Smoking Control](#).