



City of Millbrae

Special Event Guidelines



The City of Millbrae Special Event Guidelines

CHAPTER 5

Alcohol

- A. Alcoholic Beverages
 - i. [Millbrae Municipal Code Chapter 5](#): "Alcoholic beverage" includes alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine, or beer, and which contains one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.
 - ii. [Alcohol Permit Exception](#)
 - iii. Notwithstanding the provisions of [Millbrae Municipal Code Chapter 5](#) the city council may grant a permit to an organization or group to use any public street, sidewalk or other public way or parking lot owned by the city in conjunction with a special event, festival, program or promotional gathering. The city council may grant such a permit subject to the permittee named therein:
 - iv. Conforming to specified hours of operation on a specified date or dates; Agreeing to retain special police protection;
 - v. Agreeing to maintain in effect liability insurance in an amount acceptable to the city and the coverage of which is extended to include the city;
 - vi. Agreeing to such other conditions as the city council deems necessary to protect the health and safety of the community; and
 - vii. Producing prior to issuance of such permit evidence indicating its license to sell alcoholic beverages awarded by the state of California
 - viii. Event Organizers must contact the Department of Alcoholic Beverage Control at 33 New Montgomery, Suite 1230, San Francisco, Ca 94104, (415) 356-6500, for the required alcoholic beverage permit. Alcoholic beverages may not be sold to anyone under 21 years of age. No glass containers or cans may be used for serving the beverages. Conditions for serving alcohol will be described in the alcohol permit and must be provided to the Recreation Department. For more information visit the [Department of Alcoholic Beverage Control](#).
- B. Only a licensed caterer or a non-profit with proof of Liquor Liability Insurance Coverage may serve alcohol with approval and a permit from the State Department of Alcoholic Beverage Control (ABC).
- C. The Permittee must obtain signature of approval from the City before ABC will issue a Permit.
- D. The Permittee must hand deliver a copy of the ABC permit and Liquor Liability Insurance and endorsements to the Recreation Department in order to serve alcohol at the event.
- E. During the event, the Permittee is responsible for ensuring that:
 - 1. Alcohol servers are at least 21 years of age;
 - 2. No person under the age of 21 years is served alcohol;
 - 3. No person is served who appears to be intoxicated;
 - 4. Alcohol is consumed only within the defined area, as approved by the Sheriff's Department.

5. The Sheriff may prohibit the sale of alcohol at any time during the event if it is determined that these regulations are not adhered to or in the interest of public safety.