



City of Millbrae

Special Event Guidelines



The City of Millbrae Special Event Guidelines

Inter-Departmental Evaluation Committee (IDEC)

The Inter-departmental Evaluation Committee (IDEC) consists of representatives from a variety of City Departments that convene to evaluate proposed events on City property. Interested applicants must follow the guidelines below in order to have the event considered by the Committee.

Each organization must have one point of contact to act as the Event Organizer and it is the responsibility of the Event Organizer to submit all paperwork and fees on time. Event permits are not processed if all paperwork and fees are received late. The City of Millbrae is not liable or responsible for the cancellation of an event due to inclement weather or Event Organizer negligence. The City will notify the Applicant in writing that the application is preliminarily approved subject to receipt of the Permit Fee and the refundable cleaning and damage deposit.