



City of Millbrae

Special Event Guidelines



The City of Millbrae Special Event Guidelines

CHAPTER 4

General Provisions-Sale or Distribution of Food to the Public

- A. If food and beverages are part of the proposed event, the City must approve the food and beverage type. Any alcoholic beverage is subject to the permits and requirements of the State Department of Alcoholic Beverage Control, Millbrae City Ordinance and Fire Code Permit.
- B. Permittee is responsible for obtaining a health permit within San Mateo County's pre-determined timeframe. To secure the appropriate [Health Permit](#) visit County of San Mateo retail food Program Forms and Information. Food and beverage service must comply with the requirements established by the San Mateo County Health Department and the Millbrae Fire Department.
- C. Permittee is responsible for obtaining an ABC license within the California Department of Alcoholic Beverage Control pre-determined timeframe. To secure the appropriate ABC license visit [Department of Alcoholic Beverage Control](#).

Food Trucks

Waste Disposal and Clean-Up at Events

- A. A waste disposal and clean-up plan must be provided as part of the Special Event Permit Application.
- B. 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.
- C. 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.
- D. Litter created during the event must be picked up and the area left clean.

Recycling

- A. 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. Food truck vendors must provide containers for and remove all garbage and recyclables generated from the event. Labeled recycling containers should be provided for cans and bottles, mixed paper, and where possible for food scraps.
- C. Failure to follow the recycling plan may forfeit the ability to rent or lease City-owned property for any future use.

Sustainable Food Ware Ordinance Requirements

- A. All food service ware is required to be biodegradable, compostable, reusable, or recyclable. Polystyrene food service ware of any kind (Styrofoam, clear or colored) is not allowed. Polystyrene food service ware is coded with a number 6 on the bottom. This includes, but is not limited to containers, bowls, plates, cups and utensils.
- B. The types of containers and other food service ware that are acceptable include the recyclable food service ware that are made from paper, aluminum, and plastic with resin identification

number's 1, 2, 4, and 5. They also include biodegradable or compostable products made from agriculturally based crops such as corn, potatoes, and sugar cane waste.

C. A [list of acceptable food service ware and a list of distributors](#) are on the City's website.

Licenses & Permits

- A. Food Truck owners and operators must have a current business license.
- B. Food Truck owners and operators must have a current displayed health permit.

Operational Guidelines

- A. Fire protection systems for cooking equipment is subject to inspection by Central County Fire Department prior to or during the event.
- B. When operational Food Trucks must be parked at least 20 feet away from structures.