



Terms apply to rentable spaces at the following facilities:

- *Millbrae Recreation Center (477 Lincoln Circle, Millbrae, CA 94030)*
- *David J. Chetcuti Community Room (450 Poplar Avenue, Millbrae, CA 94030)*
- *Millbrae Library Meeting Rooms (1 Library Avenue, Millbrae, CA 94030)*
- *Millbrae City Hall Council Chambers (621 Magnolia Avenue, Millbrae, CA 94030)*
- *Millbrae Community Youth Center (850 Taylor Boulevard, Millbrae, CA 94030)*

1. Appointments

- Appointments must be made in advance to view a facility or make a booking in person. Call 650.259.2360 for an appointment.
- Rental requests must be made at least two (2) weeks in advance.
- All bookings are on a first come, first serve basis. Spaces cannot be held and will not be secured unless a security deposit is paid.
- The City of Millbrae reserves the right to change a booked room based on City needs. Room changes would be made only if the alternate room accommodates the number of people attending your event.

2. Facility Rental Hours

- Mondays through Thursdays, 8:30 am to 9:00 pm.
- Fridays and Saturdays from 8:30 am to 11:00 pm.
- Sundays from 8:30 am to 9:00 pm.
- Rooms are rented on an hourly basis.
- Weekend room rentals require a minimum of at least three (3) hours; minimum five (5) hours for the Great Hall.
- Due to the proximity to residential neighborhoods, all City facilities have a curfew of 9:00 pm Sunday through Thursday and 11:00 pm Friday and Saturday. Weekend curfews may be extended to midnight by special request and approval. Music must be turned off by 10:30 pm.
- Reservations are accepted up to six (6) months in advance; Millbrae Residents may reserve up to eight (8) months in advance.

3. Event Documents and Payment Requirements

- Security deposits are due at the time of booking. Rentals will not be held without a paid deposit.
- Event insurance, full rental payment balance (all fees), and any other required permits or documents are due at minimum 14 days in advance of the event date.
- Failure to comply with these requirements will result in cancellation of the event and loss of all deposits and fees.
- The City of Millbrae requires a \$1 million dollar policy, naming the City of Millbrae, its councilmembers, and all officers, employees and agents as additionally insured. This is required for all events/rentals and is the responsibility of the Renter to obtain. The permitted date(s) must be covered, and the following name and address must be on the certificate:



City of Millbrae, its councilmembers, and all officers, employees, and agents

621 Magnolia Ave., Millbrae, CA 94030

4. Minor Attendees

- Must be supervised by *1 adult for every 20 minors*, while they are present in the facility.

5. Security Deposit and Other Fees

- Security Deposits will be returned provided that the used space is left clean (including restrooms, kitchen, and appliances), no damage occurred, and permitted time was not exceeded.
- Excessive mess that requires extra cleaning from Facility Attendants and/or Janitorial Staff will result in the loss of the full security deposit. This includes but is not limited to major food/drink spills, staining of floors/carpets/furniture, excess waste left out, messy surfaces such as tabletops/counters/appliances, etc.
- The Security Deposit is refunded within three (3) weeks after the event. Security Deposits paid via credit card will be refunded to the same card used. Security Deposits paid via cash/check will be refunded via check and will take additional time to process and mail.
- A Set-up and Breakdown Fee (of tables/chairs) applies to all Room Rentals; Non-Profit Organizations may opt to set-up and breakdown tables/chairs themselves for no fee.
- An additional Cleaning Fee applies with rental of the Great Hall or with any Other Rooms hosting groups of 100 or more. NOTE: Payment of this fee is for Janitorial Staff to deep clean following larger events. The renter is still responsible for clearing of all waste, removal of decorations/equipment, and surface cleaning.

6. Cancellation Policy

- The following charges are retained from the Security Deposit if an event is cancelled prior to the permitted date:

46 days or more = \$100

31-45 days = \$150

30 days or less = \$300

- The City reserves the right to cancel a reservation in the event of a local, state, national, or global *emergency*.

7. Alcoholic Beverages

- Events in which alcoholic beverages are served require "Host Liquor Liability" coverage on the Certificate of Liability Insurance to be provided.



- The Renter is responsible, and potentially liable, for the safety of attendees both at the event, and while they are under the influence of the alcoholic beverages.
- The Renter should maintain strict control over alcoholic beverage service and assure that attendees are safely returned home following the event. This is not the responsibility of the Attendant.
- If alcoholic beverages are served at an event with 75 attendees or more, the Renter must provide security guards at their own expense. Proof of contract with security guard(s)/company is required, and any assigned guard(s) must show proof of a valid "guard card". Required number of security guards are based on the number of expected attendees:

75-120 attendees = 1 Guard; over 120 attendees = 2 Guards

- Events in which alcoholic beverages are sold require a 24-hour permit obtained from the Alcohol Beverage Control Department:

71 Stevenson Street, Suite 1500, San Francisco CA 94105

8. City of Millbrae Facility Attendant

- A Facility Attendant is provided to open your rented space and assist with tables and chairs (with payment of fee).
- A Facility Attendant will be on-site or nearby but may not be present during the entire event time.
- A Facility Attendant is not responsible for supervision of attendees, security, law enforcement and/or conflict resolution.
- A Facility Attendant is instructed to call 911 in case of an emergency. The Renter, as the Event Host, must assume responsibility for any event situation.

9. The Facility

- Facility doors will be open by the permitted start time. The facility is not required to be open prior to start time indicated on the permit.
- Decorations: Painter's or masking tape must be used for any décor being placed on the walls or furniture to preserve paint and provide easy removal. Use of other types of tape or insertions into the wall will result in loss of security deposit.
- Equipment: The Renter must provide all equipment needed for the event that is not already provided in the rented space. This includes sound systems, microphones, projectors/screens, miscellaneous cords/cables, etc.
- Kitchen items: No kitchen items or accessories will be provided for any rental. The Renter must provide all items and accessories needed. This includes serving dishes/utensils, cookware, dish soap/sponges, etc.
- Cooking: Cooking is only allowed in the Recreation Center Kitchen. Kitchens/Kitchenettes in any other facility does not allow cooking, only food warming. Any used cooking oil is the responsibility of the Renter to dispose of and must be taken back in a self-provided container. The City of Millbrae will not dispose of any oil. Failure to do so will result in loss of the Security Deposit.
- Cleaning is the responsibility of the renter. This includes disposal of all mess, removal of all decorations/equipment, and wiping down surfaces/used appliances.



- The facility should be clean of waste, and clear of all brought equipment and people by the permitted end time.
- Exceeding time beyond the permitted end time (voluntarily or involuntarily) will result in an additional charge at twice the hourly rate (taken from the security deposit) or the cost of the full security deposit.
- For all rentals, a Facility Attendant will complete a "Facility Walkthrough" with the Renter or a designated host at the start and end of the rental.

10. Recycling - A California State Mandate

- CA State Mandate AB 341 requires recycling of bottles/cans, mixed paper and cardboard. Recycle bins are available for use by event kitchen staff and attendees. Paper is recycled separate from cans/bottles. Recyclable materials may be removed from the premises to be recycled elsewhere. A portion of the room deposit may be withheld if recyclables are not recycled.
- Food scraps/organics from food preparation and attendee leftovers, paper plates, paper cups, plant-based food ware, and napkins must be placed in the appropriate marked indoor food scrap/organics bins. Food scraps/organics bins are available for use by event kitchen staff and attendees. Food scraps/organics may be emptied in the outdoor garbage recycling enclosure into the food scraps/organics container(s).

11. Sustainable Food Ware Ordinance Requirements

- 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, and cups.
- 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.



Agreement

- Client accepts full responsibility for any damage to property or building arising out of Client's use of the City of Millbrae facility, and for the conduct of those attending the Client's function. It is understood that the City of Millbrae, its elective and appointive Boards, Commissions, Officers, Agents, and Employees will not be held responsible for any injury or loss incurred by those using the facility pursuant to this agreement. This agreement is contingent upon the condition that all rules and regulations and ordinances of the City will be upheld. I, or my representative, agree to be present during the entire use of the facility. If applicant will not be present, please provide name and telephone number of representative.

Permit #: _____

Organization (if any): _____

Signature: _____

Print Name: _____

Date: _____