

City of Millbrae
Recreation Department

Facility Rental Information Packet



477 Lincoln Circle
Millbrae, CA 94030
650.259.2360 or 650.259.2371

Facility Rental Requirements Checklist:

- Security Deposit:** Security deposits must be paid in full at the time of booking. Rentals are not officially booked without a paid deposit. Security Deposits will be returned within 3 weeks following a rental date, provided that: 1) The used space is left clean (including restrooms, kitchen, and appliances); 2) No damage occurred, or facility items are missing; 3) Permitted time was not exceeded.
- Payment of Fees:** Full fee amounts including rental fees and any necessary add-on fees associated with the rental are required to be completely paid no later than 14 days prior to the permitted rental date.
- Event Insurance:** A valid certificate of liability insurance is due no later than 14 days prior to the permitted rental date. 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 "Insured" name and address should match the rental permit holder, permitted date(s) must be covered, and the following name and address must be listed as the "certificate holder":
City of Millbrae, its councilmembers, and all officers, employees, and agents
621 Magnolia Ave., Millbrae, CA 94030
- Contract and Waivers:** The rental contract and any other required waivers must be signed and submitted no later than 14 days prior to the permitted rental date. NOTE: Digital waiver forms are emailed immediately following a confirmed booking via a web link which expires 14 days after delivery.
- Additional Documents (if applicable):** May be required depending on the details of the booking/event. Documents may include proof of security, additional insurance coverages, or liquor licenses. Additional documents would also include any custom set-up requests/diagrams if desired. NOTE: Custom set-up requests cannot be guaranteed and will be dependent on the space and availability of tables/chairs. If a custom set-up is not possible or requested, a standard set-up will be done based on the type of event and number of expected guests noted on the permit. All additional documents are due no later than 14 days prior to the permitted rental date.

Event Insurance Option

Please see the below link if you'd like to get an insurance policy from the company many of our renters use:

<https://www.theeventhelper.com#h5EInO>

Info/wording that the City of Millbrae requires is already prefilled for customer convenience, and a copy of the required certificate is automatically emailed to the Recreation Department upon completion.

What to expect the day of your rental

- A Facility Attendant will open a rented facility by the start of the permitted time.
- **A pre-event walkthrough sheet must be gone over immediately upon entry with the permit holder/host of the event.** This walkthrough must be done before anything else begins, therefore the permit holder or another designated event host must be the first to arrive and check in with staff.
- **Vendors/caterers/decorators will not be allowed into the facility until a walkthrough has been completed with the permit holder/host/pre-designated person.** This is to confirm the state of the facility before any décor or preparation starts.
- Rentals must be completely cleaned up and cleared out of all materials and guests by the end of the permitted rental time (see cleaning requirements). Any time spent in the facility past the permitted end time will be charged at double the hourly rate and taken from the security deposit, or the full security deposit may be kept pending pricing.
- Rental time cannot be added onto the permit or adjusted in any way on the day of the event. Any changes to a permit must take place no later than two weeks prior to the date.
- **A post-event walkthrough sheet will be completed with the permit holder/host of the event once the full clean up and clear out has taken place.**
- Please note that damage/mess/stains are sometimes found by staff or janitorial staff after the post-event walkthrough has occurred and everyone has left. These noted occurrences will be brought to the renter's attention within a week following the event and can affect the security deposit or require additional charges.

Facility Attendant Responsibilities

- A Facility Attendant is on standby during the duration of every rental for facility-related assistance, should they be needed. Call or text them directly at 650.270.5530 (only during your event) or call the front desk during business hours at 650.259.2338.
- A Facility Attendant will open a rented facility by the start of the permitted time and return by the end of the permitted time. In some cases, during longer bookings, the Facility Attendant will return in the middle of an event to check/empty waste bins or check the facility as needed.
- Facility Attendants or other City staff members will not help carry, move, or set up any furniture, equipment, or food brought in by the renters.
- Equipment carts, dollies, ladders, or any similar equipment for prep or transporting will not be provided.

- Facility Attendants will monitor and note the status/quality of the rented spaces before, during, and after each rental.

Permitted Rental Times

- Staff will allow entry if the room is ready and close to the permitted start time. Requests for early entry will not be granted per City policy.
- Rentals must be completely cleaned up and cleared out of all materials and guests by the end of the permitted rental time (see cleaning requirements). Any time spent in the facility past the permitted end time will be charged at double the hourly rate and taken from the security deposit, or the full security deposit may be kept pending pricing.
- Rental time cannot be added onto the permit or adjusted in any way on the day of the event. Any changes to a permit must take place no later than two weeks prior to the date.
- To avoid excess charges/inconveniences, be sure to book enough time both before and after the event.

Decoration and Event Material Rules/Restrictions

- **Painters Tape** is the only item approved to hang or hold down décor. Tape must be used on hard surfaces only such as walls, beams, and tables. No tape/décor should be placed on fabric sound panels. Push pins, nails, adhesives, or any other types of tape should never be used.
- **Tables/chairs** should be always kept at least 6 inches off the walls to avoid scuffs and damage.
- **Confetti** is allowed indoors only, though it must be made of **biodegradable paper**. Plastic, foil, or other types of material confetti are not permitted. Renters are required to clean up any confetti from the floor/surfaces prior to the end of the permitted rental time. Confetti is not allowed on room patios or outdoor spaces.
- **Balloons** must be completely popped/thrown away or removed from the facility by the end of the permitted rental time. This includes balloon arches or other similar sets. Balloons filled with glitter, confetti, or other similar types of filled materials are not permitted.
- **Chaffing dishes** using canned heat must be sturdy and made of stainless steel. Disposable or other thin/wire/flimsy chaffing dishes using canned heat are not permitted.
- **Propane or/electric grills** (personal or vendor) are allowed outdoors on designated patios attached to the rented room only. **All grills must have a heat-resistant grill mat or tarp under them to protect the patio surface from staining**. Charcoal or wood burning grills are not permitted.
- **Bounce houses/jumpers** are permitted on outdoor patios or indoors as long as they're an appropriate size (maximum size of 16ft x 16ft for the Great Hall and Fitness Center patios). They must be placed and stay exclusively on the concrete area of the patio, and not on the grass/plant areas. Bounce houses/jumpers must be powered by a generator (preferred) or just a single outlet with a surge protected power strip/extension cable with nothing else plugged into that same outlet (indoor or outdoor). Bounce houses/jumpers must also be weighted down via sandbags/weights and not staked into grassy or plant areas.

- **Surge protected power strips/extension cables** should be brought and used if multiple items need to be plugged into any outlet. This is necessary to avoid overloading the power circuit and blowing fuses. These will not be provided.
- The following items are not permitted (indoor or outdoor): candles or other open flame décor or items (birthday cake candles are okay), glitter, powders, paints or dyes, smoke/fog machines, dry ice, or other similar items to those listed.
- Use of unpermitted materials/supplies will result in loss of the security deposit.
- The City of Millbrae staff reserves the right to remove any decorations or equipment that could cause damage to a facility or require additional cleaning at any time during the setup or event.



Vendors/Caterers

- The City of Millbrae does not have a preferred list of caterers or vendors for rentals; therefore, renters may use vendors/caterers of their choice.

- Food trucks/serving from vehicles are not allowed for rentals. This includes from the parking lot or the street.
- Vendors with food carts/stands/propane/electric grills are allowed. Any cooking/preparation of food from these vendors on site must be done on outside on patios only. These types of vendors are only allowed for specific rooms with designated outdoor patio spaces.
- Deep frying is not allowed on patios.
- Other styles of cooking/preparation not previously mentioned will require prior approval from the City of Millbrae Recreation Department.
- All vendors cooking or serving from carts/stands/grills are required to provide a heat-resistant grill mat or tarp under them to protect the patio surface from staining.
- Vendors needing anything plugged into power outlets must provide a surge protected power strip or extension cable to avoid overloading the power circuit and blowing a fuse.

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 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 City Staff.
- Security is required for events expecting over 75 attendees (adults and minors). The Renter must provide security at their own expense and may contract a company of their choice. Proof of contract with security guard(s)/company is required, and any assigned guard(s) must show proof of a valid "guard card".
- The required number of security guards is 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. For further information on obtaining a license, please visit <https://www.abc.ca.gov/>

Cleaning Requirements

- The facility must be returned to the same condition before the rental.
- All décor and equipment brought in must be removed.
- All surfaces and furniture must be wiped down and free of spills, trash, and clutter. This includes floors, tables, chairs, countertops, walls, and windows (if necessary).
- Floors must be swept and free of any spills or wet spots.
- All items must be removed from the refrigerator/freezer (if applicable). Sinks should be free of food debris, towels and used sponges.
- Patios should also be free of any décor and mess. This includes surrounding plant areas, grass, and concrete areas around the building. There should also be no dumping of drinks/food outside whatsoever.
- Any used cooking oil should be poured into a container and taken back with the renter for disposal. Staff will not help dispose of any used cooking oil, nor should it be placed in the facility trash receptacles or any drains.

- Renters are responsible for bringing their own cleaning supplies, such as all-purpose cleaning sprays, gloves, dish soap, and sponges. Paper towels are available near each sink, and additional garbage bags and brooms/dustpans can be provided upon request.
- Additional janitorial fees may apply. These fees go toward a deep cleaning following the event (floor deep cleaning/scrubbing of appliances, etc.). The initial cleaning requirement is still the responsibility of the renter.
- Failure to meet these cleaning requirements will result in loss of the security deposit and potential additional charges.
- Loss of security deposit funds/additional charges will apply if City Staff or Janitorial Staff require additional cleaning.

Trash and Waste

- All waste must be appropriately sorted in the waste bins. Trash, Recycling, and Compost bins are provided in every room. Failure to properly sort waste will result in loss of the security deposit.
- Any cardboard boxes must be completely broken down and stacked together for easy disposal. Excess or very large boxes may be required to be taken back by the renter.
- Trash/Recycle/Compost bins needing to be emptied will be taken to the dumpster by City of Millbrae Staff as needed.
- Failure to properly sort waste, breakdown boxes, or having excessive waste from one single event, may result in loss of the security deposit and potential additional charges.

Fire Pit Rules (Great Hall Rentals Only)

- Usage of the fire pit must be requested and listed on the rental permit ahead of the event.
- Fees for fire pit usage must be paid by the same deadline as all other fees. These fees cover the cost of propane and maintenance.
- The fire pit will not be in operation during heavy wind and/or wet weather. In these cases, refunds will be given if fire pit use was paid for and not used due to weather.
- Only City of Millbrae Staff are allowed to handle the fire pit. Renters should contact staff during an event if assistance is needed.
- The fire pit can be turned on for up to 90-consecutive minutes at a time, and the propane should last up to about 4 hours. It is the renter's responsibility to inform the City staff when to turn the fire pit on.
- Cooking, roasting, or burning of any food/items is not allowed.
- Violation of these rules will result in loss of the security deposit and potential additional charges.

Audio Visual (A/V)

- Audio Visual (A/V) includes use of TVs and indoor speakers.
- A/V usage must be requested ahead of time and be noted on the rental permit, as additional fees apply.
- City of Millbrae Staff will assist with getting any A/V set up but are not responsible for controlling the entire system throughout any event or rental.

- Renters are responsible for bringing all necessary cables and devices for connection. All our connections to TVs, speakers, and monitors require an HDMI cable. Audio only needs would also require either an HDMI cable or a 3.5mm audio cable. Staff will not provide any A/V equipment or cables.
- Additional fees apply for A/V usage depending on the room rented.
- It is not guaranteed that every device type is compatible with the A/V systems. Each device may have different settings preventing compatibility to the system.
- Not all facilities/rooms have the same capabilities. Please contact Millbrae Recreation to specify abilities per room.

Specific A/V event day operations:

- Millbrae staff will help ensure the device is connected to the A/V system input.
- Millbrae staff will not be stationed in the rented room to operate personal devices or constantly control the A/V system during an event/rental.
- Preferred volumes and settings must be set in place during set-up. Volumes are not to be adjusted by renters, as the panels will be locked; therefore, any adjustments must be made by Millbrae Staff as needed.