



City of Millbrae

Special Event Guidelines



The City of Millbrae Special Event Guidelines

CHAPTER 1

Section 1: Financial and Legal Responsibility

The Permittee its authorized event organizer cited in the approved application will be held financially and legally responsible for all expenses incurred by the City in connection with the event. If any charges remain unpaid within 60 days of receipt of the City's invoice, the Permittee (individual and/or organization) may forfeit the ability to hold the event or use at all other City managed facilities in the future.

- A. The Permittee shall pay all fees, deposits and all appropriate charges as established by the resolution of City Council. This might include but not limited to an application fee, permit fee, refundable cleaning and damage deposit, and City department service fees. The Permittee may be charged a Business License fee based on the number of for profit vendors participating in the event.
- B. The Permittee shall be responsible for the actual costs of cleaning, repairs, and other services made necessary by the Permittee's use of City facilities and public spaces.
- C. Upon conclusion of the event, the Recreation Department in conjunction with the City's Finance Department shall send an invoice to the Permittee for all fees and charges still due to the City, and for the costs of services provided by City departments and for the costs to the City of any cleaning and/or repairs to be made necessary by the Permittee's use of City facilities and public spaces.
- D. Within 30 days of the last day of the event as stated in the permit, the Finance Department shall determine and transmit to the Permittee an invoice for all costs above and beyond any retained security or cleaning deposits which are or will be incurred by the City in cleaning or any additional services, which costs were occasioned by, or arose out of, the activity engaged in pursuant to the permit.
- E. The Permittee shall have 30 days from the transmission of such bill in which to pay or request adjustment of the same. Any request for adjustment shall be transmitted in writing to the Finance Department who shall determine whether an adjustment is proper.
- F. Required fire code permits (tent, flame, pipe & drape, etc.) shall be obtained directly from the Central County Fire Department. Permits may be obtained at 1399 Rollins Road, Burlingame. For further information for permit requirements go to www.ccfdonline.org or call 650.558.7600.