



City of Millbrae

Special Event Guidelines



The City of Millbrae Special Event Guidelines

CHAPTER 7

Overview of Event Types

The charts below determine the type of event which requests are placed. “Yes” defines the item is approved for that event type. “No” defines the item is not approved for that event type. “Perhaps” defines the item is at the event organizers discretion for that event type.

Type 1

- A. Open to the public
- B. City owned facilities/property is requested
- C. No more than (2) 10’10’ booths

Type 2

- A. Open to the public
- B. City owned facilities/property is requested
- C. Usage of three or more table or booths or combination thereof
- D. Cooking or food preparation

Type 3

- A. Open to the public
- B. City owned facilities/property is requested
- C. Usage of three or more table or booths or combination thereof
- D. Alcoholic beverages are served

Type 4

- A. Open to the public
- B. City owned facilities/property is requested
- C. Usage of three or more table or booths or combination thereof
- D. Alcoholic beverages are served
- E. Cooking or food preparation

Type 5

- A. Open to the public
- B. City owned facilities/property is requested
- C. Usage of three or more table or booths or combination thereof
- D. Alcoholic beverages are served
- E. Cooking or food preparation
- F. Requested “No Parking” signs

Type 6

- A. Open to the public
- B. City owned facilities/property is requested
- C. Usage of three or more table or booths or combination thereof
- D. Alcoholic beverages are served

- E. Cooking or food preparation
- F. Requested “No Parking” signs
- G. Requested street closure
- H. Traffic control plan

TYPE 1			
ITEM	YES	NO	PERHAPS
1. Open to the public at no charge	X		
2. Open to the public or is closed at which attendance is by invitation only.		X	
3. City owned facilities/property is requested	X		
4. No more than (2) 10'x10' booths	X		
5. Usage of three or more table or booths or combination thereof		X	
6. Alcoholic beverages are served		X	
7. Amplified sound		X	
8. Cooking or food preparation		X	
9. Open flame including wood, charcoal, liquid fuel		X	
10. Use of stage		X	
11. Use of generator		X	
12. Requested street closure		X	
13. Traffic control plan		X	
14. Requested “No Parking” signs		X	
15. Staging vehicles		X	
16. Placement or usage of other equipment and/or temporary structures		X	
17. Requiring payment as a condition to entry		X	

TYPE 2			
ITEM	YES	NO	PERHAPS
1. Open to the public at no charge	X		
2. Open to the public or is closed at which attendance is by invitation only.		X	
3. City owned facilities/property is requested	X		
4. No more than (2) 10'x10' booths		X	
5. Usage of three or more table or booths or combination thereof	X		
6. Alcoholic beverages are served		X	
7. Amplified sound		X	
8. Cooking or food preparation	X		
9. Open flame including wood, charcoal, liquid fuel		X	
10. Use of stage		X	
11. Use of generator		X	
12. Requested street closure		X	
13. Traffic control plan		X	
14. Requested “No Parking” signs		X	
15. Staging vehicles		X	
16. Placement or usage of other equipment and/or temporary		X	

structures			
17. Requiring payment as a condition to entry			X

TYPE 3			
ITEM	YES	NO	PERHAPS
1. Open to the public at no charge	X		
2. Open to the public or is closed at which attendance is by invitation only.			X
3. City owned facilities/property is requested	X		
4. No more than (2) 10'x10' booths		X	
5. Usage of three or more table or booths or combination thereof	X		
6. Alcoholic beverages are served	X		
7. Amplified sound			X
8. Cooking or food preparation		X	
9. Open flame including wood, charcoal, liquid fuel		X	
10. Use of stage			X
11. Use of generator			X
12. Requested street closure			X
13. Traffic control plan		X	
14. Requested "No Parking" signs		X	
15. Staging vehicles		X	
16. Placement or usage of other equipment and/or temporary structures			X
17. Requiring payment as a condition to entry			X

TYPE 4			
ITEM	YES	NO	PERHAPS
1. Open to the public at no charge	X		
2. Open to the public or is closed at which attendance is by invitation only.			X
3. City owned facilities/property is requested	X		
4. No more than (2) 10'x10' booths		X	
5. Usage of three or more table or booths or combination thereof	X		
6. Alcoholic beverages are served	X		
7. Amplified sound			X
8. Cooking or food preparation	X		
9. Open flame including wood, charcoal, liquid fuel			X
10. Use of stage			X
11. Use of generator			X
12. Requested street closure		X	
13. Traffic control plan		X	
14. Requested "No Parking" signs		X	
15. Staging vehicles		X	
16. Placement or usage of other equipment and/or temporary structures			X
17. Requiring payment as a condition to entry			X

TYPE 5			
ITEM	YES	NO	PERHAPS
1. Open to the public at no charge	X		
2. Open to the public or is closed at which attendance is by invitation only.			X
3. City owned facilities/property is requested	X		
4. No more than (2) 10'x10' booths		X	
5. Usage of three or more table or booths or combination thereof	X		
6. Alcoholic beverages are served	X		
7. Amplified sound			X
8. Cooking or food preparation	X		
9. Open flame including wood, charcoal, liquid fuel			X
10. Use of stage			X
11. Use of generator			X
12. Requested street closure		X	
13. Traffic control plan		X	
14. Requested "No Parking" signs	X		
15. Staging vehicles			X
16. Placement or usage of other equipment and/or temporary structures			X
17. Requiring payment as a condition to entry			X

TYPE 6			
ITEM	YES	NO	PERHAPS
1. Open to the public at no charge	X		
2. Open to the public or is closed at which attendance is by invitation only.			X
3. City owned facilities/property is requested	X		
4. No more than (2) 10'x10' booths		X	
5. Usage of three or more table or booths or combination thereof	X		
6. Alcoholic beverages are served	X		
7. Amplified sound			X
8. Cooking or food preparation	X		
9. Open flame including wood, charcoal, liquid fuel			X
10. Use of stage			X
11. Use of generator			X
12. Requested street closure	X		
13. Traffic control plan	X		
14. Requested "No Parking" signs	X		
15. Staging vehicles			X
16. Placement or usage of other equipment and/or temporary structures			X
17. Requiring payment as a condition to entry			X