



City of Millbrae Special Event Guidelines



The City of Millbrae Special Event Guidelines

Special Event Process of Steps

Applicants must complete the following steps to request a special event permit. Submission of the application does not indicate the event has been approved. The application will be reviewed by the IDEC to determine the required conditions of approval, the required permits and the scope and estimated cost of the City support services for the event.

Step	Deadline	Item
1	June 1 st	Submit event date by June 1 st of each year for the following calendar year.
2	July 1 st	Submit the following items by July 1 st to have an event considered for the following calendar year: <ol style="list-style-type: none"> a. Event Application b. Detailed map of event (Google Earth Ariel view is suggested) c. Updated insurance-\$1,000,000 Certificate of Liability Insurance d. Copy of health permit if food will be served e. Copy of ABC license if alcoholic beverages will be served. f. Copy of business license if applicable. g. Deposit submitted if applicable. h. Street closure request if applicable. i. Traffic control plan if applicable. j. ADA form request if applicable. k. All literature being distributed to the public <p><i>*Applications received after July 1st will be denied, postmarks are not accepted.</i></p>
3	August-September	Applications are evaluated by the IDEC based on the following criteria: <ol style="list-style-type: none"> a. Application is complete, detailed, and thorough b. Availability of City resources c. Type and appropriateness of event d. Size of the event e. Organizations that have held past events in Millbrae are in good standing <p><i>*Fully completed applications will be reviewed on a first come, first serve basis. Priority is given to City of Millbrae sponsored or co-sponsored events.</i></p>
4	October	<ol style="list-style-type: none"> a. If follow up information is requested by the IDEC committee, the event organizer may be required to attend a pre-scheduled meeting.
5	November	<ol style="list-style-type: none"> a. Event organizer will receive a written response regarding the status of their event. b. Event organizer is required to attend a City Council meeting to represent their event. City personnel will inform the event organizer of the City Council meeting date. City Council will approve or deny the event. c. If event is approved, event organizer is required to sign special event permit.
6	December	<ol style="list-style-type: none"> a. Event organizer may publicize the approved event to be held in the City of Millbrae.