



# City of Millbrae

## Special Event Guidelines



## The City of Millbrae Special Event Guidelines

### **Special Event Defined**

Special events are defined but not limited to the below areas. There is a difference between a Special Event Application and a Block Party Application. Block Parties are separate events, and applicants can obtain an application through the Community Development Department, Planning Division located at City Hall.

- a. Open to the public at no charge, or the event is closed to the public at which attendance is by invitation only.
- b. Requiring payment as a condition to entry
- c. Cooking or food preparation
- d. Usage of stage
- e. Requested street closures
- f. Requested no parking signage
- g. Usage of generators
- h. Usage of three or more tables or booths or a combination thereof
- i. Placement or usage of other equipment and/or temporary structures
- j. Staging vehicles
- k. Portable toilet placement
- l. Amplified sound
- m. Placement of extra recycling, compost and waste containers