



City of Millbrae

Special Event Guidelines



The City of Millbrae Special Event Guidelines

CHAPTER 3

Public Safety

A. Permittee must submit a security plan for the proposed event and receive approval of the City. The approval of the City will be based on, but not limited to the following: type of function; service of alcohol, if applicable; traffic control requirements; the number of attendees; anticipated security issues and the history of security issues at the same or similar event in prior years, if applicable. The Permittee's plan must list the proposed number of security personnel, their location, duties, hours of service, contact information for the day of the event. Permittees are responsible for all costs associated with security.

Section 1: Sheriff's Department

1. The purpose of Sheriff's presence during events is to ensure public safety, keep the peace, and enforce relevant laws, codes and ordinances. More common duties include traffic direction and enforcement of event-specific conditions.
2. Private security performed by the Permittee will include checking IDs to prevent under-age drinking, collecting tickets at the entry and other appropriate tasks to promote order during the event. Private security must be licensed and insured and provide the same indemnity agreement insurance documentation as the Permittee pursuant to Attachment II.
3. An appropriate balance between Sheriff and private security, including staffing levels will be determined by the City.
4. The hiring of additional Sheriff officers for event security may be required to assist with the event.
5. The services of parking control officers may be required to provide for the enforcement of parking on the periphery – in the immediate community and on adjacent streets of all events drawing 5,000 or more participants.
6. For events drawing 3,000 or more attendees, a Transportation Plan must be in place that includes alternative transportation options (bus, bicycles). Depending on the expected attendance, conditions might include:
 - Public notice of alternative transportation routes
 - Bicycle valet parking area
 - Alternative bus transportation

The Transportation Plan must be included in event publicity, encouraging the use of public transportation and provided to the Recreation Department with the written plan.

Section 2: Fire Department

1. The Fire Department will review the application, including type of event and the projected attendance that will occur to determine if the scope of the event shall require Fire Code Permits. Fire Code Permit Application includes, but is not limited to:
 - a. Places of assembly (50 or more people);
 - b. Tents, canopies and temporary membrane structures;
 - c. Tent/structures greater than 400 square feet.
 - d. Canopies greater than 700 square feet.
 - e. Open flame except candles which shall be used in accordance with the City's Fire Code
 - f. Regulations for vendor and / or cooking booths;
 - g. Parade floats
 - h. Use of generators
 - i. Use of open flame(s) or burning.
 - j. Single-use, "pop-up" style tents which are placed or secured together in groups which exceed 700 square feet.
2. A fire safety officer may be required for events that could impact fire and life safety. The size of attendance and potential hazards will be evaluated.