

City of Millbrae
Recreation Department
**Picnic Reservation
Guide**



477 Lincoln Circle
Millbrae, CA 94030
650.259.2360 or 650.259.2371



Picnic Reservation Contract Terms

Terms apply to reservable sites at the following location:

- *Millbrae Central Park (477 Lincoln Circle, Millbrae, CA 94030)*

1. Appointments

- Appointments must be made in advance to make bookings in person.
- Call 650.259.2360 for an appointment.
- Picnic reservation requests must be made at least two (2) weeks in advance.
- The City of Millbrae reserves the right to change requested site based on City needs. Site changes would be made only if the alternate site accommodates the number of people attending your event.

2. Central Park Picnic Sites

- Available for weekend reservations. Please call for potential weekday reservations.
- Restrooms are available outside of the Millbrae Recreation Center.
- Reservations are accepted six (6) months in advance; Millbrae Residents may reserve up to eight (8) months in advance.

3. Event Documents and Payment Requirements

- Full payment is due to confirm rental.
- Rental Permit should be carried by renter at all times during event.

4. Minor Attendees

- Must be supervised by *1 adult for every 20 minors*, while they are present on site.

5. Cancellation Policy

- Reservation fees will not be refunded unless the event is cancelled due to rain.
- Cancellations received by the Recreation Department at least two weeks in advance will receive a credit to be used for a future booking/program pending availability.
- Reservations cancelled less than two weeks in advance will forfeit the reservation fee.
- The City reserves the right to cancel a reservation in the event of a local, state, national, or global *emergency*.

6. Site Clean Up

- The occupant is responsible for the full cleanup of the picnic site. This includes:
 - All trash and recyclables must be put into the proper bins within the picnic site.
 - No loose trash left within the picnic site or other areas of the park. This includes food, food ware, decorations, etc.



- Any excess trash and/or recyclables that do not fit inside the site bins must be bagged separately, tied up tightly, and left near the site bins (or taken back with the renter). Please bring trash bags for excess waste that does not fit in the bins. Extra trash bags may be available from Millbrae Recreation Staff upon availability.
- Millbrae Recreation Staff will arrive toward the end of the permitted rental time to collect any bagged trash or recyclables and ensure the site is clear.
- Site must be completely clear before leaving.

7. Park Restrictions

- The following restrictions pertain to all City of Millbrae Parks:
 - Alcohol is not permitted
 - Bounce houses and similar devices are prohibited
 - Items required to be staked/stuck into the ground or grass are prohibited (signage, canopies, tents, sports equipment, etc.)
 - Generators are not allowed
 - Sound amplifying equipment is not allowed except by special permit
 - No vehicles are allowed in City parks
 - No grills that are not already in the park - This includes propane and charcoal grills from vendors or from home
- Failure to comply with these restrictions will result in City citation(s). Please refer to the following Millbrae Municipal Codes:
 - [5.90.020 Alcoholic Beverages - Drinking or possession prohibited in certain locations](#)
 - [6.25.050 Unlawful property nuisances](#)

8. Recycling - A California State Mandate

- CA State Mandate AB 341 requires recycling of bottles/cans, mixed paper and cardboard. Recycle bins are available for use at the picnic site. Recyclable materials may be removed from the premises to be recycled elsewhere.

9. Sustainable Food Ware Ordinance Requirements

- All food service ware is required to be biodegradable, compostable, reusable, or recyclable. Polystyrene food service ware of any kind (Styrofoam, clear or colored) is not allowed. Polystyrene food service ware is coded with a number 6 on the bottom. This includes, but is not limited to containers, bowls, plates, and cups.
- The types of containers and other food service ware that are acceptable include the recyclable food service ware that are made from paper, aluminum, and plastic with resin identification number's 1, 2, 4, and 5. They also include biodegradable or compostable products made from agriculturally based crops such as corn, potatoes, and sugar cane waste.



Central Park Picnic Sites

(477 Lincoln Circle, Millbrae, CA 94030)

Aerial location map:





Picnic Site #1

Capacity: *10 Guests*

Picnic Tables: *2*

BBQ Grills: *1*





Picnic Site #2

Capacity: *20 Guests*

Picnic Tables: 2

BBQ Grills: 2





Picnic Site #3

Capacity: *30 Guests*

Picnic Tables: 3

BBQ Grills: 3

