



City of Phoenix

OFFICE OF THE CITY MANAGER

Heather Rogers
c/o M3F Fest
Margaret T Hance Park

October 26, 2020

Dear Ms. Rogers,

Thank you for communicating with our team regarding your planned activity of M3F Fest on March 5-6, 2021. Under normal conditions the City of Phoenix would not be involved in a "special event" like this, however, during this pandemic the Governor's Executive Order 2020-43 authorizes the City of Phoenix to approve "public event" greater than 50 people if the plan is to implement "adequate safety precautions."

It should be clearly understood that approval does not mean your guests, or your staff, are not at risk from the COVID-19 pandemic. There is no pathway we could outline that would establish with 100% certainty that no one will contract the virus. Additionally, the City of Phoenix accepts no liability, and offers no indemnification, for anyone electing to be at this event. Finally, the plan needs to include a waiver that includes the City of Phoenix.

The committee has reviewed your plans for an event slated to take place over two days in March of 2021. We recognize that to properly prepare for the event a multi layered planning effort must be underway right now. While understandable there is no way to predict the viral environment that will be in place next March. Your cover letter indicates that your team is continuously researching what is going on within the state and the nation regarding the pandemic. We encourage you to do that as things may change without much warning. As indicated on the call the response of the special events committee only covers the event itself and not any other aspect which may require that you seek a permit from a specific City department.


Your plan indicates that face coverings will be required of all festival goers including staff, volunteers, and sponsors. Your security team will be charged with enforcing this requirement. Temperatures will be taken each day as patrons and others enter the festival area. Anyone displaying symptoms or who is otherwise ill will not be permitted onto the premises. The plan indicates that there will be a medical tent on sight. The plan also indicates that there will be sections established in front of the stage comprised of six foot circles/squares that are distanced from each other. A limit of four patrons for each area has been established. It is presumed that people would be in these

designated areas with others that they have some familial or other connection to. These areas will by their nature encourage louder talking to be heard over the music and includes the natural reaction of singing along. These activities cause people to project out further than they normally would meaning that there is a potential for viral transmission.

The plan further outlines that social distancing will be observed at retail areas, bars, etc. It is noted that you have taken the step to determine protocols for those that do not adhere to the regulations. Signs will be visibly posted throughout the footprint. To minimize germ transmission the event will be processing cashless transactions. Common areas are to be cleaned throughout the day. Handwashing stations will be placed throughout the park. Plexiglass is to be placed between patrons and those at refreshment counters. Food trucks will be offering prepackaged food items.

These elements and others demonstrate the effort that has gone into your event planning. We continue to point out to event organizers what can clearly be categorized as the obvious – there is no such thing as a risk free event. With the passage of time between now and March there may be other things to emerge that will serve as additional support to mitigate risk. We encourage you to be mindful of that. With the expectation that you will implement every aspect of your event plan the M3F is permitted to go forward.

Sincerely,


Milton Dohoney Jr.
Assistant City Manager

10/19 - 2:00pm -



October 5th, 2020

City of Phoenix
City of Phoenix Parks and Recreation Department
Phoenix Fire Department - Fire Prevention Section

To All respected Parties:

Attached is a COVID-19 operational plan for M3F, to be held in Margaret T. Hance Park of Phoenix in March 2021. We have scaled back our event to the following:

- 2-day event - Friday, March 5th and Saturday, March 6th
- One stage for band performances each day
- 2500 maximum attendance each day
- Adjusting/canceling activities that may promote more concentrated gatherings
- Adjusting for the space needed to achieve social distancing that meets or exceeds CDC guidelines in all areas of the event

We are researching each day regarding events happening within Arizona, the United States and abroad. We will learn more each day as more events take place and give us guidance of how to proceed with the planning. We are dedicated to the safety of our Festival goers as well as our staff, vendors, sponsors, volunteers, etc.

Please let us know your questions, concerns and feedback as we move forward and working together, we know we can continue our 3C concept of community, culture and charity with safety as a top priority for all attendees.

Thank you for your time~

A handwritten signature in black ink, appearing to read 'Heather Rogers', is written over a faint, larger version of the same signature.

Heather Rogers
M3F Event Manager

Attachments



City of Phoenix

Special Event COVID Pre-Application

All public and private events requiring an operating permit shall first complete and submit this pre-application regarding the event's COVID-19 practices and procedures. This application is intended to provide insight into the event, and it's planned operations, procedures and considerations for the response to COVID-19. The provided information will be used in the review and evaluation process. This application does not replace any other event permit application required by any other agency/department. If this application is approved the event must still submit for and obtain all necessary event permits and licenses. This application provides no guarantee the event can be held. See attached

Event Information				
Name of Event	M3F Fest			
Event Address	67 W. Culver St Phoenix	Stationary Event? Moving? (parade, etc) Stationary		
Name of Venue	Margaret T Hance Park			
Date(s)/Time of Operation	Start Date	End Date	Start Time	End Time
	see attached		see attached	
Contact Familiar with COVID Procedures & Plans	Name Heather Rogers Jay Coffey	Phone 480 440 8265 602 558 4507		
Contact Email	heather@m3ffest.com			
Attendance	Anticipated Number of Attendees 2500 per day	Public Event Public	Private Event	Open to All? Ticket-RSVP? yes yes
Social Distancing	Provide plan and documentation on how social distancing will be implemented, monitored, and enforced. See attached <input checked="" type="checkbox"/> Provide plan for temperature checks for attendees. See attached <input checked="" type="checkbox"/>			
Plan and Layout	Layout (attach plan showing event layout. For inside events, include all seating and food areas). Show pre-COVID setup and proposed setup, if applicable. See attached <input checked="" type="checkbox"/>			
Venue Details	Square Footage of Event Space: Indoor NA Outdoor 330K ϕ Both			
Arrangement	Seating <input type="checkbox"/>	Standing <input checked="" type="checkbox"/>	Reception <input type="checkbox"/>	Booths <input checked="" type="checkbox"/> Other
Occupant Load	Maximum Occupants with No Restrictions 10,000 per day	Social Distancing Occupant Load 2500 per day		
Barriers/Security	Provide plan on how barriers or que lines for crowd control will be implemented? See attached <input checked="" type="checkbox"/> Event Security? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Cleaning & Disinfection	Provide plan for reducing touch points and how surfaces will be cleaned and disinfected. See attached <input checked="" type="checkbox"/>			
Cleaning and Disinfection Product(s) EPA approved against COVID-19?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
What type of CDC COVID recommend signage and messaging will be provided around venue? Provide examples. See attached <input checked="" type="checkbox"/>				
Outside Vendor Providing Cleaning & Disinfection Service?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	

Applications may be faxed to 602-495-7429, submitted in person weekdays 8 am to 5 pm at the address below, emailed to applications.pfd@phoenix.gov or mailed to the address below. For application questions please call: 602-262-6771
 For more information visit www.phoenix.gov/fire/prevention
 Phoenix Fire Department - Fire Prevention Section
 150 S 12th St Phoenix, AZ 85034 - 602-262-6771



City of Phoenix

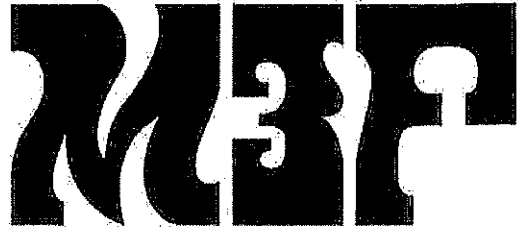
If yes, provide company information (Name, address, phone, contact, email): <i>TBD</i>	
Food Service	On-Site Preparation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Consumption on-site? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, provide plan showing how CDC and State guidelines for food dining will be implemented. See attached <input checked="" type="checkbox"/>
Seating for Food Consumption? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, how many?	
Public Water Stations Provided? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, how many? <i>2</i>	
Restroom Facilities	Existing/Built-In <input checked="" type="checkbox"/> Portable <input checked="" type="checkbox"/>
	How will handwashing and/or hand sanitizer be provided, include cleaning schedule for restrooms? See attached <input checked="" type="checkbox"/>
Merchandise & Payments	Describe what physical barriers, such as sneeze guards and partitions be provided at all points of sales? See attached <input checked="" type="checkbox"/>
	Ticket Sales on Site? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Ticket Scanning at Entrance? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Queue lines for Scanning? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Ticket sales available prior to event? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Event Staff	What process is in place for symptom and temperature checks prior to start of shift? <i>See attached</i>
	What training has staff received on all COVID safety protocols? Consider using <u>Interim Guidance for Businesses and Employers</u> as a guide. See attached <input checked="" type="checkbox"/>
Transportation	Event sponsored /provided transportation (shuttle, private bus, scooter, etc.)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	How is the promoter recommending attendees to arrive to and from the event? <i>Lyft Uber walk Light Rail</i>
How is cleaning in accordance with CDC guidelines, being achieved? See attached <input type="checkbox"/> <i>NA</i>	
Attachments	The following attachments are required as part of this resume.
	Social Distancing Plan <input checked="" type="checkbox"/>
	Event Layout (include all seating and food areas) <input checked="" type="checkbox"/>
	Barriers/Security/Que Line Plan <input checked="" type="checkbox"/>
	Cleaning & Disinfection Plan for all Touchpoints and Surfaces <input checked="" type="checkbox"/>
	Samples of COVID Safety Signage & Messages (include mask requirements) <input checked="" type="checkbox"/>
	Food Service Preparation & Service Plan <input checked="" type="checkbox"/>
	Handwashing/Sanitation Plan <input checked="" type="checkbox"/>
	Physical barriers for Points of Sale Plan <input checked="" type="checkbox"/>
Event Staff Shift Checks <input checked="" type="checkbox"/>	
Transportation Cleaning & Disinfecting Plan <i>NA</i>	

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For more information visit www.phoenix.gov/fire/prevention

Phoenix Fire Department - Fire Prevention Section

150 S 12th St Phoenix, AZ 85034 - 602-262-6771



Set up / Take Down Times

Set up – begins Tuesday, March 2nd at 6AM

Take down – begins Saturday, March 6th at 11PM

Take down – ends Monday, March 8th no later than 5PM

Event Times

Friday, March 5th – Gates at 1:30PM with music beginning at 2PM

Saturday, March 6th – Gates at 1PM with music beginning at 2PM

Amplified Sound

Sound check on Thursday, March 4th between 3PM and 8PM

Music beginning on Friday, March 5th at 2PM to 11PM

Music beginning on Saturday, March 6th at 2PM to 11PM

M3F 2021 Safety / Health Plan

Safety and the prevention of injuries and illness of our fans, staff, vendors, artists, etc. is a top priority for M3F. We realize the only way to have an effective program is to have awareness at all areas of the event. M3F has developed and will implement this Safety / Health Plan to make it possible to gather and experience M3F in March 2021.

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*All rules are subject to change as the State, City & CDC update Local and National requirements.

Face Coverings

Face coverings are required to be worn by all Festival goers, including staff, volunteers, sponsors, etc. Reasonable exceptions will be made for people eating and drinking while physically distancing from others.

Each Festival goer will receive one mask per day they have paid for, i.e. if the Festival goer purchased a three-day ticket – then a mask would be issued for each day.

The mask policy would be enforced by Security. Verbal warnings would be given upon observation of a mask not being worn; a mask would also be given if the Festival goer did not have a mask or misplaced theirs.

Health Screenings

Temperatures will be taken of all staff, vendors, Festival goers, etc. each day when entering the Festival site. Any individual presenting COVID-19 symptoms will not be permitted to enter.

The time allotment for this process would be as quick as possible – estimated at 10 seconds per person on average. We will have a cool down area designated for those that temperatures are too high so that they may try once more before being denied entrance and a refund issued for their ticket.

If denied entrance due to the health screening, a voucher would be given from our Ticket Box Office stating what their refund would be and that they would receive it in 7 to 10 business days after the Festival concludes.

If a Festival goer shows symptoms after entering the event, they would be directed to the Medical Tent onsite, evaluated and more than likely asked to leave the event.

There is no plan currently for contact tracing.

Physically Distancing

Our areas in front of each stage will be divided into sections, each having a limited capacity that will be filled daily on a first-come, first-served basis. Options being discussed are to have 6-foot circles/squares that are distanced 6-feet from each other and 4 Festival goers max in each; rectangles/squares that would hold a set number with social distancing within the area being enforced; options still being researched as well for the stage viewing areas.

We will also have designated line spacing at each retail area such as bars, beer stands, merchandise, etc.

Repercussions to the Festival goer if they bunch at the stage would be one warning to please social distance and then they would be escorted out of the event. Security onsite would handle these situations.

Festival goers will be allowed to wander freely around the event for maximum experience with a face covering.

Signage

Signage and distance markers will guide all throughout the park, while signage and other measures will remind all of safety and health practices. (Examples attached)

Cashless Transactions

Cashless transactions, using RFID bracelets and square systems to purchase food, drink and merchandise will be enforced. This will be a cashless event.

Cleaning Protocols

Shared areas will be continually cleaned throughout the park with specifics being the following:

- Gloves worn by all vendors and changed as often as possible.
- Hand wash stations and hand sanitizer stations will be throughout the park – being cleaned and restocked as often as possible.
- Restrooms will be checked each hour. There will be one way into the restroom area and one way out with hand sanitizer and hand wash stations at the exit area.

Entrance / Re-entry

RFID bracelets will be used for entrance into the park to limit contact. Once entering the event, passing through security and health screening checkpoints, Festival goers will be our guest for the duration of the day/night. Re-entry will not be allowed. Once an attendee leaves the site for whatever reason, they will not be allowed back into the event.

Reminders

We will continually remind all on-site to be accountable and respectful of others. We will send reminders via our mobile app; we will send numerous emails pre-event; we will increase all signage that covers the following:

- Please remember your face covering.

- Please wash your hands and use hand sanitizer.
- Please social distance respectfully.
- Please stay home if you are sick, have pre-existing conditions or have encountered anyone that is sick, has come in contact with anyone showing symptoms, etc.
- Please stay home if you have any doubts to keep yourself and those around you safer.

People

Our plan for the people involved in M3F will be the same for all. Our definition of people would include the following:

- Festival goers
- Staff / Volunteers / Media
- Art & Craft Vendors
- Food Truck Vendors
- Production / Backline / Etc.
- Artists*

Everyone would be required to wear face coverings, have a health screening at the entrance or at the start of their day, reminded numerous times about social distancing, hand sanitizer and general cleaning protocols.

Festival goers would not be able to re-enter the event once they have left to limit contact with others.

There is no normalcy with the amount of Festival goers allowed into the event. We would limit the capacity for the entire event to 2500 per day at this time.

Entrance

One entrance will be used for the event, taking away the VIP entrance. We will no longer have valet parking – encouraging all to take Lyft, Uber or the Light Rail to the event. There will be an emergency exit in the VIP area for emergencies only.

Lanes will be set up at the entrance using bike racks according to social distancing guidelines. RFID bracelets will be used as the tickets for entry.

The ticket box office will be a closed mobile office with windows to work through with the Festival goers (<https://pridegroup.us/mobile-ticket-office/>). Bike rack will be used to separate the lines/lanes for social distancing.

Bars / Beer Stations:

Lines would be established according to social distancing practices. Plexiglass would be used between the server and the attendee. RFID bracelets would be used for cashless transactions. We would no longer use refillable cups at any areas; however, we would use recyclable or compostable products to maintain our sustainability mission.

Cabanas

Cabanas would have a separate entrance where all entrance guidelines would be followed such as health screenings, RFID bracelets, social distancing, etc.

Attendance within each Cabana will be limited to 20 people per cabana per day.

Merchandise

Lines would be established according to social distancing practices plus a set number established and posted for total occupancy within the tent.

RFID bracelets would be used for transactions.

Art & Craft Area

Vendors would need to use a cashless system. Tents would be spaced out with space between each. Occupancy signs would be posted to lower contact between shoppers.

Food Truck Area in GA

Vendors would need to use a cashless system. Trucks would be spaced to improve on social distancing and lines would be marked accordingly as well.

Vendors would always wear face coverings as well as gloves. Suggestions would be made to change gloves numerous times throughout the day. Vendors would provide adequate protection/barrier between the customer and the food.

All food would be prepackaged and follow recycle & compost guidelines. Vendors would use single-service condiments and have no self-service by customers.

Stages

We will change our format and reduce to 1 stage.

VIP Area

The VIP Area will be limited. RFID bracelets will be used for passage between the GA Area and the VIP Area. The entrance will no longer exist, yet an emergency exit will be provided for emergency use only.

Food trucks will be used, and all food will be prepackaged with no buffet style serving allowed. The use of recycle and compost products will still be enforced to remain consistent with sustainability mission.

Vendors would always wear face coverings as well as gloves. Suggestions would be made to change gloves numerous times throughout the day. Vendors would provide adequate protection/barrier between the customer and the food.

All food would be prepackaged and follow recycle & compost guidelines. Vendors would use single-service condiments and have no self-service by customers.

Lines will be set up for bar and beer stations according to social distancing practices.

Green Rooms

Green Rooms will continue to be spread apart to establish social distancing practices. Our staff will wear face coverings, gloves and clean each tent between artists using approved products such as Lysol, Clorox/Lysol wipes, etc.

Hand sanitizer will be provided as well as hand washing stations at each separate tent.

Specific artist requests will be adhered to where practical.

ID Check Station

ID Check Station will be a ticket booth with socially distanced lines (<https://pridegroup.us/mobile-ticket-office/>).

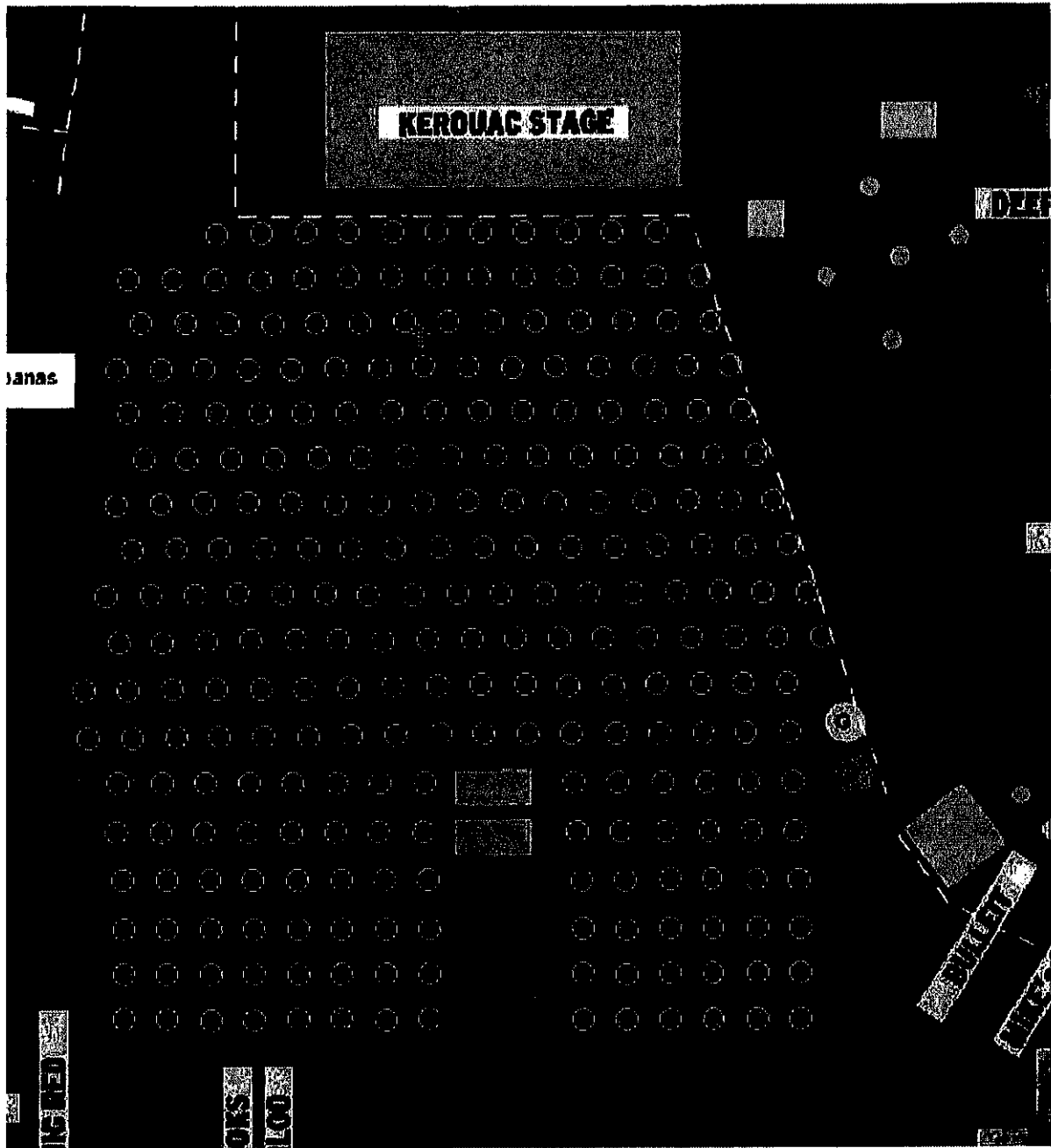
Sponsor Activations

Sponsor Activations will adhere to social distancing as well as cleaning protocols, hand sanitizer, face coverings, etc.

Art Activations

Art Activations will be throughout the site with signage reminding to be respectful of others taking photos and participating with the activation. Social distancing will be enforced.

1st Stage Social Distancing Draft 1



Idea example above - 6-foot areas - each 6 feet apart with 4 people in each

VIP Area Social Distancing Draft 1

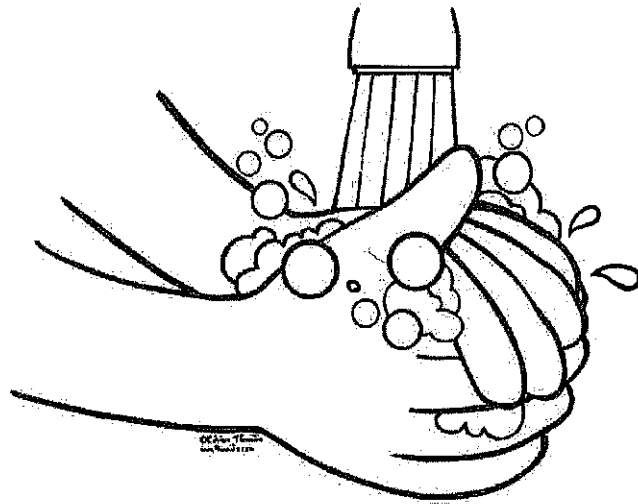
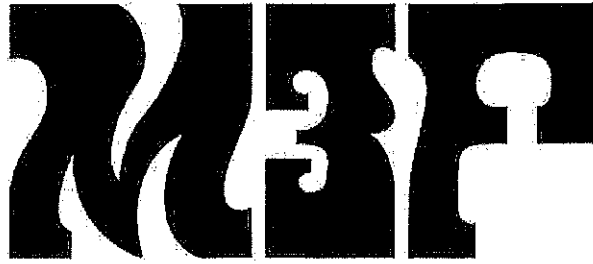


Idea example above - 6-foot areas - each 6 feet apart with 4 people in each

NBF

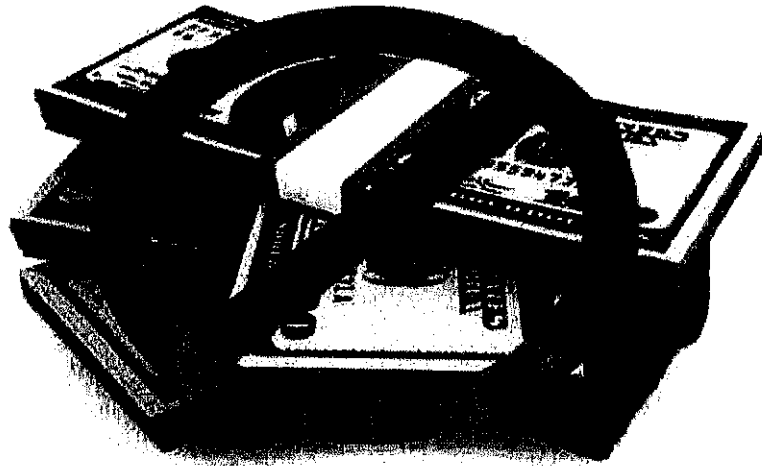


**Placed at entrance in queue lines,
restroom lines, merchandise lines,
etc.



Hand washing & Sanitizer Stations
– find one! They are
EVERYWHERE!

WBF



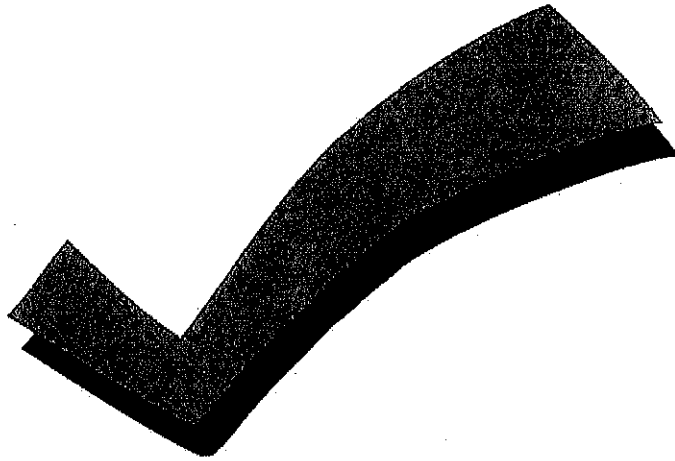
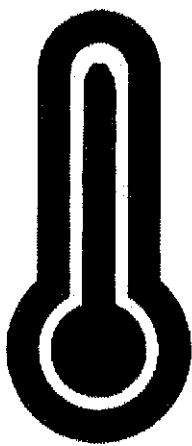
Cashless event – load up your RFID
or bring your CC/Debit card!

NBA

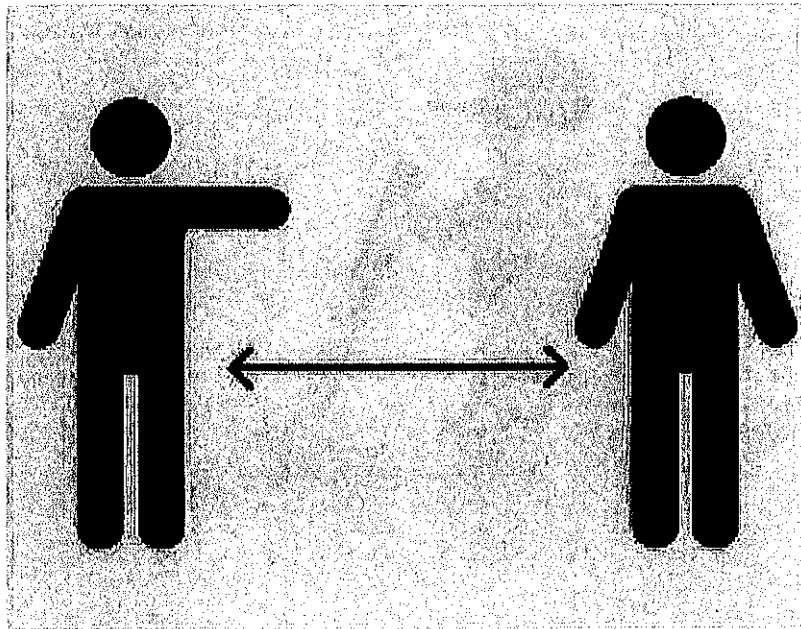


Stage viewing
Physically distancing!

NABF



Health screenings for all attendees, sponsors, vendors, staff, etc. upon entering / start of shift!



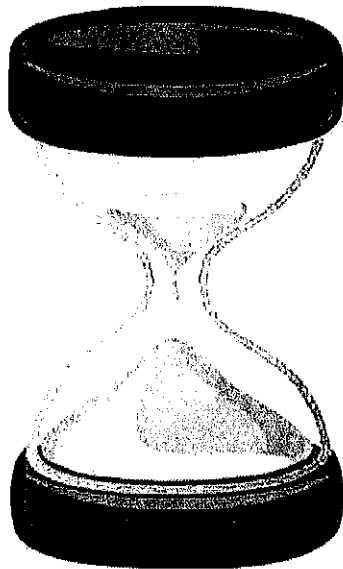
Please keep 6 feet apart...practice
safe social distancing!

RBF



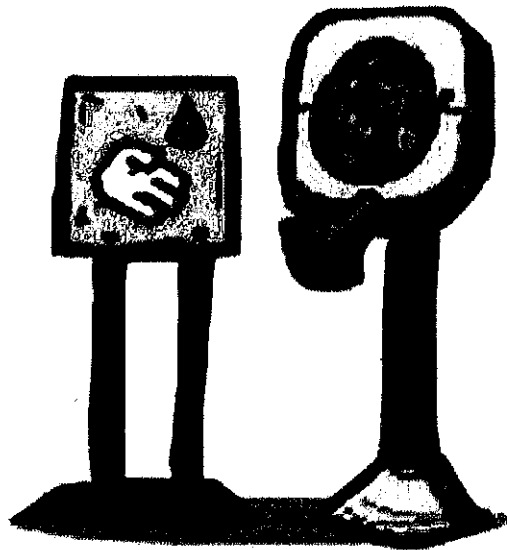
Regular and thorough cleaning of
the park is being enforced – please
stay tidy!

NBF



If you may have encountered someone with COVID-19 in the past 21 days or are at a high risk, please stay home.

NBF



Complimentary hand sanitizing /
hand washing stations throughout
the event – find the one that works
for you!

NBAF



Face coverings required for
all attendees, staff,
vendors, etc. at the event.

