



City of Phoenix
OFFICE OF THE CITY MANAGER

Midtown Sunday Off Central
E. Vernon and Central Ave
Phoenix, AZ

February 5, 2021

Dear Ms. Thompson,

Thank you for communicating with our team regarding your planned activity of Midtown Sunday of Central Ave on March 14, 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.

Our understanding of the event is that it is:

- Date: Sunday, March 14th – 10am to 3pm
- Location: E. Vernon Ave. 3rd Central Ave and 3rd Street, Parking lot Central and E. Vernon
- Security of spacing: Booth Style Set Up - 8 feet between each booth
- Booth style event – all booths will be spaced along south street – facing north
- Booths will be 8 feet apart.
- Booths will have hand sanitizer.
- All participates (vendors and patrons) are required to wear masks.
- All advertising of event state: All social distancing practices apply and masks are required
- 15 volunteers will monitor and enforce social distance expectations.
- Event is free – no point-of-sale booth.
- 100 vendors – maximum
- 300 participants expected – generally no more than 60 participants during a one-hour period.
- Food Trucks – all food trucks required to submit Health department licensing and CDC paperwork.
- Food truck area – marks on parking lot will designate 6 foot spacing while waiting for food order.

- Table areas are limited, and volunteers are assigned to sanitize after each participant moves from table.
- Sanitizing material will be CDC guideline cleaning agents, gloves and paper towels.
- Port-a-jons have hand sanitizer provided in each unit.
- Signage at every booth (see example below) Signage at every food truck (see sample below)
- All volunteers, board members and vendors must confirm email of CDC Guidelines review provided by the city to participate.
- Event is NOT providing transportation.

However, there were a few items that should be addressed:

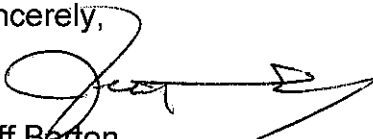
- Implement additional safety measures around the food truck area to ensure attendees are not consuming food and drink in close proximity to the trucks.
- The event layout should facilitate one-way foot traffic to minimize face to face contacts.
- Implement a process to screen attendees and vendors.
-

Mobile Vending includes selling or giving away items on property, such as in a parking lot, and a Mobile Vending License is required for persons conducting a mobile vending operation. Only one Mobile Vending License is permitted per property, and there are additional zoning and distance requirements. A Mobile Vending License application takes approximately 60-90 days to process. There are few exemptions from licensing requirements. Information can be found by reviewing the [Vending Snapshot](#). Please contact License Services at 602.262.4638 for additional information.

Under those circumstances the City of Phoenix is approving the event scheduled beginning February 5, 2021.

The COVID-19 Operational Protocols that you are required to implement and enforce will be posted on the City's website and a copy will be submitted to the Arizona Department of Health Services in accordance with Executive Order 2020-59 issued by the Governor on December 2, 2020.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Barton", with a long horizontal stroke extending to the right.

Jeff Barton
Assistant City Manager



City of Phoenix

2-1-21
2:00 pm

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	Midtown Sunday Off Central		
Event Address	E. Vernon and Central Ave	Stationary Event? <input checked="" type="checkbox"/> Moving? (parade, etc) <input type="checkbox"/>	
Name of Venue	Vernong Ave. Central to 3rd Street		
Date(s)/Time of Operation	Start Date 3/14/21	End Date to 3/14/21	Start Time 10am
			End Time to 3pm
Contact Familiar with COVID Procedures & Plans	Name Susan Thompsn	Phone 602-318-7583	
Contact Email	susan.m.thompson@outlook.com		
Attendance	Anticipated Number of Attendees 100 vendors 300 attendees maximum	Public Event <input checked="" type="checkbox"/> Private Event <input type="checkbox"/>	Open to All? <input checked="" type="checkbox"/> Ticket-RSVP? <input type="checkbox"/>
Social Distancing	Provide plan and documentation on how social distancing will be implemented, monitored, and enforced. See attached <input checked="" type="checkbox"/>		
Plan and Layout	Provide plan for temperature checks for attendees. See attached <input 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 type="checkbox"/>		
Venue Details	Square Footage of Event Space: 3/4 mile		
	Indoor <input type="checkbox"/>	Outdoor <input checked="" type="checkbox"/>	Both <input type="checkbox"/>
Arrangement	Seating <input type="checkbox"/> Standing <input type="checkbox"/> Reception <input type="checkbox"/> Booths <input checked="" type="checkbox"/> Other <input type="checkbox"/>		
Occupant Load	Maximum Occupants with No Restrictions All participants must follow restrictions	Social Distancing Occupant Load 300	
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 type="checkbox"/>	No <input checked="" 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 type="checkbox"/>	No <input checked="" 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):

Food Service	<p>On-Site Preparation? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Consumption on-site? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, provide plan showing how CDC and State guidelines for food dining will be implemented. See attached <input checked="" type="checkbox"/></p>
<p>Seating for Food Consumption? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how many?</p>	
<p>Public Water Stations Provided? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how many?</p>	
Restroom Facilities	<p>Existing/Built-In <input type="checkbox"/> Portable <input type="checkbox"/></p> <p>How will handwashing and/or hand sanitizer be provided, include cleaning schedule for restrooms? See attached <input checked="" type="checkbox"/></p>
Merchandise & Payments	<p>Describe what physical barriers, such as sneeze guards and partitions be provided at all points of sales? See attached <input checked="" type="checkbox"/></p> <p>Ticket Sales on Site? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Ticket Scanning at Entrance? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Queue lines for Scanning Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Ticket sales available prior to event? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Event Staff	<p>What process is in place for symptom and temperature checks prior to start of shift?</p> <p>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"/></p>
Transportation	<p>Event sponsored /provided transportation (shuttle, private bus, scooter, etc.)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>How is the promoter recommending attendees to arrive to and from the event?</p> <p>How is cleaning in accordance with CDC guidelines, being achieved? See attached <input checked="" type="checkbox"/></p>
Attachments	<p>The following attachments are required as part of this resume.</p> <ul style="list-style-type: none"> ✓ Social Distancing Plan ✓ Event Layout (include all seating and food areas) ✓ Barriers/Security/Que Line Plan ✓ Cleaning & Disinfection Plan for all Touchpoints and Surfaces ✓ Samples of COVID Safety Signage & Messages (include mask requirements) ✓ Food Service Preparation & Service Plan ✓ Handwashing/Sanitation Plan ✓ Physical barriers for Points of Sale Plan ✓ Event Staff Shift Checks ✓ Transportation Cleaning & Disinfecting Plan

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2021 Midtown Sunday Off Central Social Distancing Plan

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Sample of signage through out the event area, including tape marks on parking lot and street.



