



City of Phoenix

OFFICE OF THE CITY MANAGER

Rob Wallack
Runner's Den Pancake Run
c/o Paradise Valley Mall
4568 E. Cactus Rd.

October 20, 2020

Dear Mr. Wallack,

Thank you for communicating with our team regarding your planned activity of Runner's Den Pancake Run on February 7, 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.

We appreciate your efforts to develop plans to make your event as safe as possible. That said, this by its nature is a high risk event. Understanding that there is nothing that can be characterized as a risk free event we offer the following comments. Having people pick up their packets in advance is a good idea to avoid clustering on race day. You also have thought through some other safety measures that will serve to mitigate risk including no handling of water, medals being sealed rather than being placed around the necks of winners, the one year (hopefully) elimination of the exposition, and the promoted restrictions on spectators. It is also notable that you are spreading the event out more than normal to help facilitate social distancing. Any idea of service pancakes is latent with risks and should be avoided at all costs. The alternative of providing an IHOP certificate would seem to be in keeping with the theme of the activity. Having sufficient staff on hand to discourage large group gatherings of mask less individuals at the end is advisable. The Committee is granting approval of your event.

Sincerely,

A handwritten signature in black ink, appearing to read "Milton Dohoney Jr.".

Milton Dohoney Jr.
Assistant City Manager

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	Runner's Den Pancake Run		
Event Address	Paradise Valley Mall, 4568 E. Cactus Rd. Phoenix, AZ 85032	Stationary Event? Moving? (parade, etc) <input checked="" type="checkbox"/>	
Name of Venue	Paradise Valley Mall		
Date(s)/Time of Operation	Start Date February 7, 2021	End Date to February 7, 2020	Start Time 7:00am
			End Time to 11:00am
Contact Familiar with COVID Procedures & Plans	Name Rob Wallack	Phone 602.318.5426	
Contact Email	robwallack@aol.com		
Attendance	Anticipated Number of Attendees 1850	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"/> 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 checked="" type="checkbox"/>		
Venue Details	Square Footage of Event Space: approx 160,000 sf		
	Indoor	Outdoor	Both
Arrangement	Seating <input type="checkbox"/>	Standing <input checked="" type="checkbox"/>	Reception <input type="checkbox"/>
		Booths <input type="checkbox"/>	Other <input type="checkbox"/>
Occupant Load	Maximum Occupants with No Restrictions 1850		Social Distancing Occupant Load 1850
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 type="checkbox"/>		No <input checked="" type="checkbox"/>

How did you settle on that number?

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): Runner's Den, 6505 N. 16th St., Phoenix, AZ 602.277.4333 robwallack@aol.com	
Food Service	On-Site Preparation? Yes <input type="checkbox"/> No <input type="checkbox"/> Consumption on-site? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, provide plan showing how CDC and State guidelines for food dining will be implemented. See attached <input 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? ⁴
Restroom Facilities	Existing/Built-In <input 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 type="checkbox"/> Ticket Sales on Site? Yes <input type="checkbox"/> No <input type="checkbox"/> Ticket Scanning at Entrance? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Queue lines for Scanning Yes <input 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? 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? How is cleaning in accordance with CDC guidelines, being achieved? See attached <input checked="" type="checkbox"/>
Attachments	The following attachments are required as part of this resume. <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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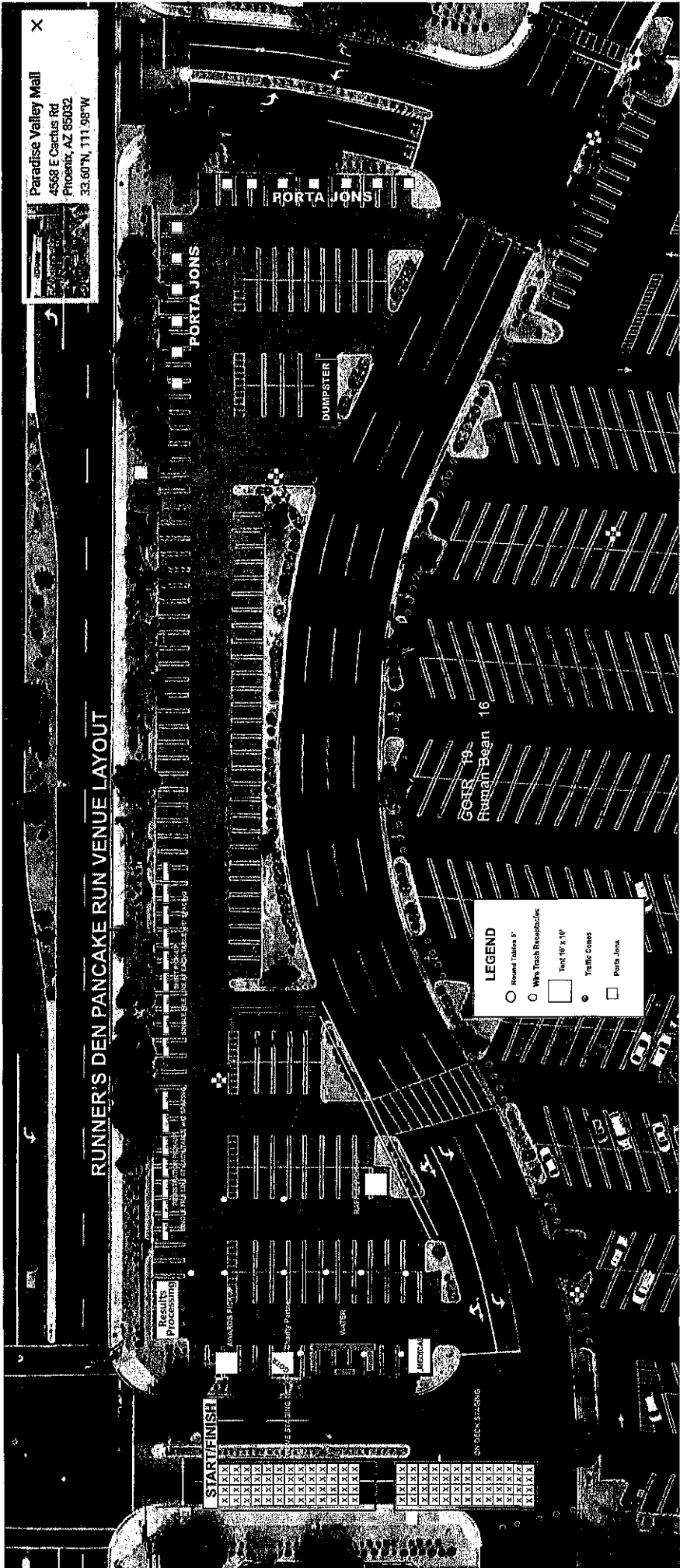
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X
Paradise Valley Mall
4568 E Cactus Rd
Phoenix, AZ 85032
33.60°N, 111.98°W

RUNNER'S DEN PANCAKE RUN VENUE LAYOUT



LEGEND

- Round Tables 5'
- With Trash Enclosures
- 16' x 10'
- Traffic Cones
- Porta Jons

START/FINISH

RESULTS PROCESSING

AWARDS FLOOR

WATER

MEDICAL

DUMPSTER

PORTA JONS

PORTA JONS

GOLF
RAINBOW BEAN 16

ON-BECK STAGING

10/12
2:00pm

Rob Wallack



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	Physical barriers for Points of Sale Plan
	Event Staff Shift Checks
Transportation Cleaning & Disinfecting Plan	

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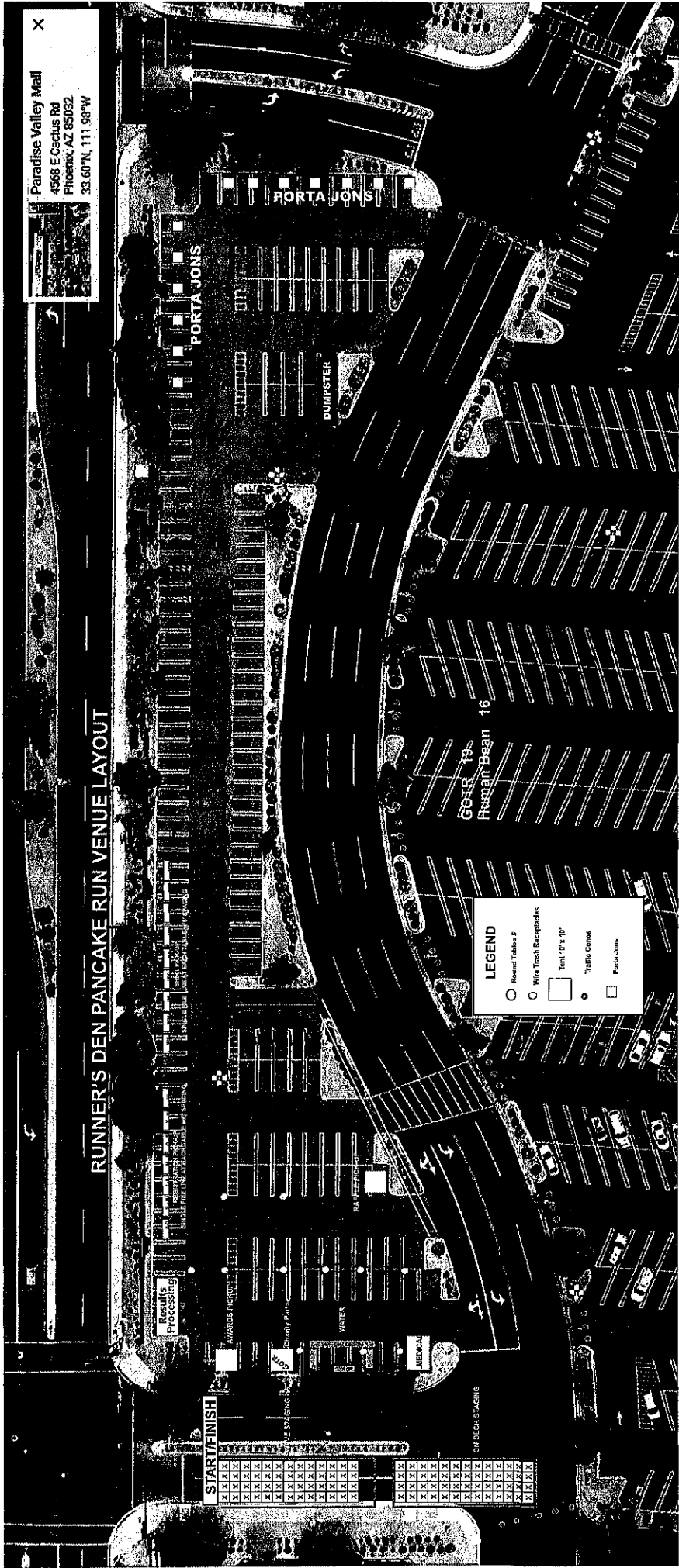
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RUNNER'S DEN PANCAKE RUN VENUE LAYOUT



LEGEND

- Restroom Tables P
- Wire Trash Baskets
- Tent 10' x 10'
- Traffic Cones
- Porta Jons

START/FINISH

RESULTS PROCESSING

AWARDS PRESENTATION

WATER

MEDICAL

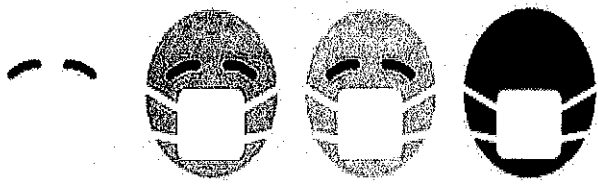
DUMPSTER

PORTA JONS

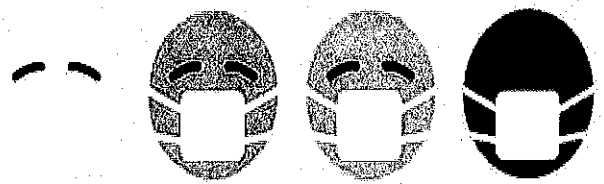
PORTA JONS

GORE 19
Preston Bean 16

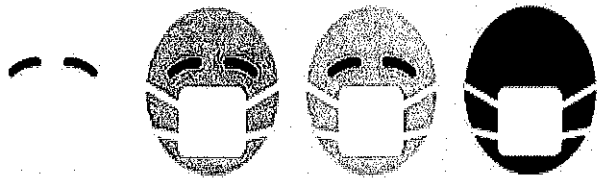
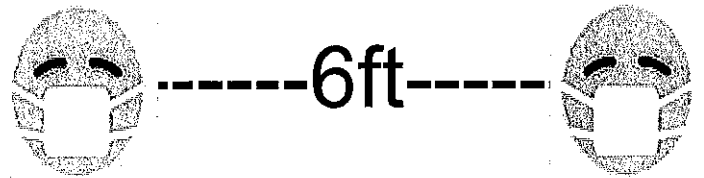
ON BECK STAIRS



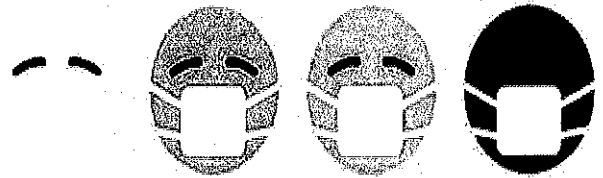
**FACE MASKS
REQUIRED
WHEN EXITING
FINISH LINE
AREA**



**PLEASE
MAINTAIN
PHYSICAL
DISTANCE**

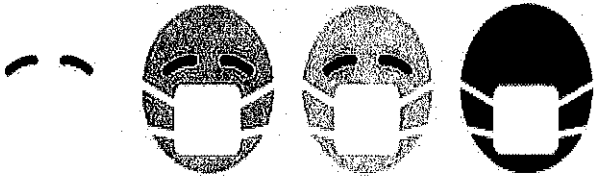


**PLEASE
DO NOT
SHAKE HANDS,
HIGH FIVE
OR ENGAGE IN
UNNECESSARY
PHYSICAL CONTACT**

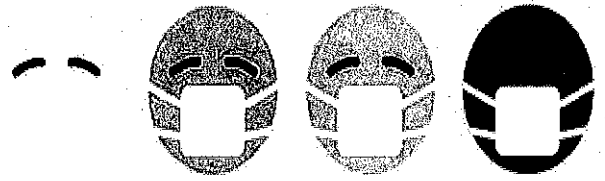


**FACE MASKS
REQUIRED
BEFORE AND AFTER RACE**

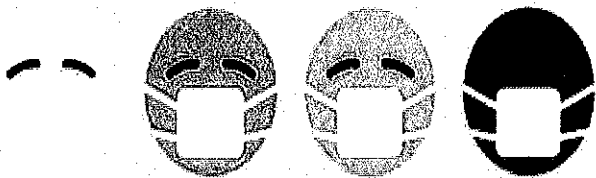
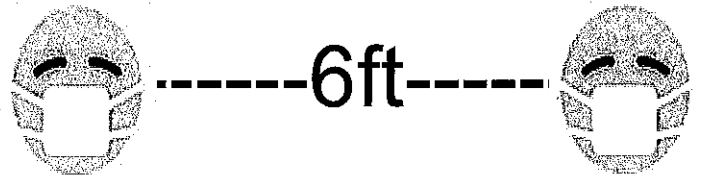
**PARTICIPANTS
MUST CARRY
FACE MASK
DURING RACE**



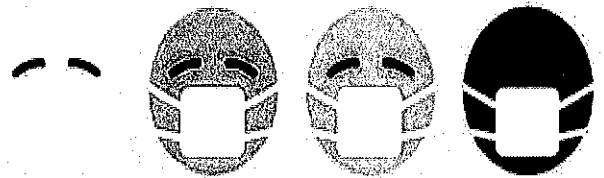
**FACE MASKS
REQUIRED
WHEN EXITING
FINISH LINE
AREA**



**PLEASE
MAINTAIN
PHYSICAL
DISTANCE**



**PLEASE
DO NOT
SHAKE HANDS,
HIGH FIVE
OR ENGAGE IN
UNNECESSARY
PHYSICAL CONTACT**



**FACE MASKS
REQUIRED
BEFORE AND AFTER RACE**

**PARTICIPANTS
MUST CARRY
FACE MASK
DURING RACE**

