



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	Valley of the Sun JUNETEENTH ✨			
Event Address	1549 E Jefferson Street, Phoenix, AZ 85034	Stationary Event? <input checked="" type="checkbox"/> Moving? (parade, etc) <input type="checkbox"/>		
Name of Venue	Eastlake Park			
Date(s)/Time of Operation	Start Date 06/19/21	End Date to 06/19/21	Start Time 5:00PM	End Time to 10 pm
Contact Familiar with COVID Procedures & Plans	Name Lanette Campbell	Phone 602-550-0034		
Contact Email	lanette@azinformant.com			
Attendance	Anticipated Number of Attendees 1000	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 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: 21,000 sq. ft. Indoor <input type="checkbox"/> Outdoor <input checked="" type="checkbox"/> Both <input type="checkbox"/>			
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 500		Social Distancing Occupant Load 500	
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):													
Food Service	On-Site Preparation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Consumption on-site? Yes <input 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 type="checkbox"/>												
Seating for Food Consumption?	Public Water Stations Provided?												
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, how many?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, how many?												
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 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"/> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Ticket Sales on Site?</td> <td style="width: 20%;">Yes <input type="checkbox"/></td> <td style="width: 20%;">No <input checked="" type="checkbox"/></td> </tr> <tr> <td>Ticket Scanning at Entrance?</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>Queue lines for Scanning</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>Ticket sales available prior to event?</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>	Ticket Sales on Site?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Ticket Scanning at Entrance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Queue lines for Scanning	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Ticket sales available prior to event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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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 Interim Guidance for Businesses and Employers as a guide. See attached <input type="checkbox"/>												
Transportation	Event sponsored /provided transportation (shuttle, private bus, scooter, etc.)? Yes <input type="checkbox"/> No <input 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 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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Phoenix Office of Arts and Culture
Arts and Cultural Activity Endorsement
Application Form

Applicant: Valley of the Sun Juneteenth

Contact Person Lanette Campbell Phone: (602) 550-0034 Email: info@vosjuneteenth.com

Briefly Describe the Event/Activity you would like POAC to endorse:

The annual Valley of the Sun Juneteenth Celebration has been held at Eastlake Park as a time to celebrate this historic moment for the state with guest speakers, music, dance, sports activities, vendors and more! Eastlake Park, now Eastlake Park Community Center, opened in 1914 and provided a gathering spot for local African American residents when Phoenix was segregated. Juneteenth was originally held at Eastlake Park then moved to South Mountain Community College in 2004 and returned to Eastlake Park in 2014.

Date of the Event/Activity: 06/19/2021

Where will the event/activity take place? TBD Eastlake Park / Arizona Informant Newspaper
(name of venue, if applicable; physical street address)

Venue Contact Lanette Campbell Phone: (623) 282-1555 Email: lanette@azinformant.com

Briefly describe the audience you hope to serve with the event/activity?
(demographic, geographic, or other descriptor)

More than 5,000 people, on the average, will attend this five-hour celebration. About 70 percent of our audiences are families with young children. A significant portion of attendees are of African American heritage. Our audience comes from all over the Valley, including the cities of Tempe, Mesa, Glendale, Laveen, Buckeye, Avondale, Scottsdale, and Maricopa.

Who are the artists and/or cultural content providers for the event/activity?

Juneteenth Historian (Professor Gershon Williams), African Drummers, Local Poets

Are there any partner organizations or collaborators involved (other than the artists/content providers)? If so provide contact information:

Organization: Arizona Informant Foundation

Contact: Cloves Campbell Phone: (602) 257-9300 Email info@azinformant.com

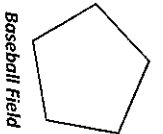
Organization:

Contact: Phone: Email

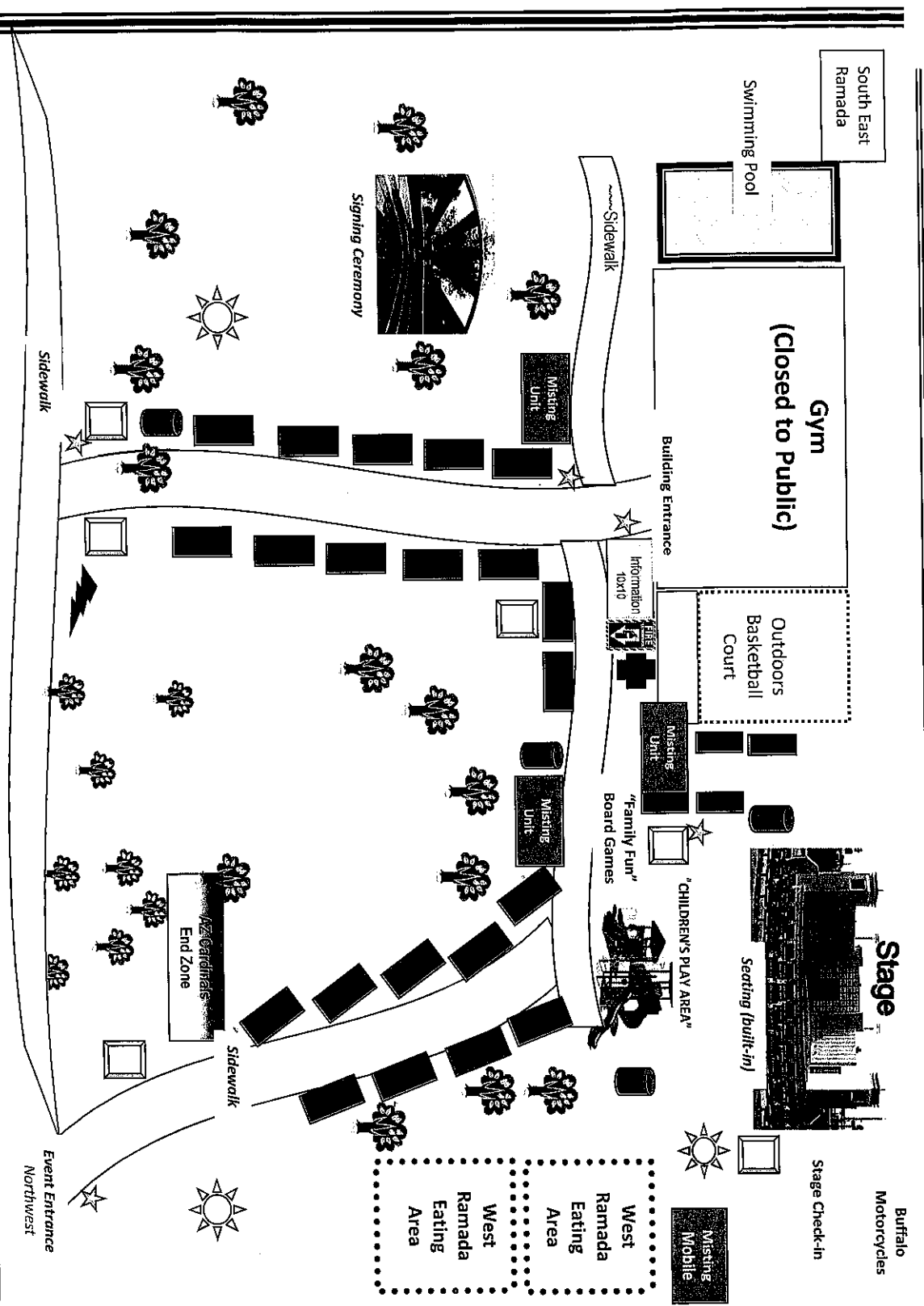
VALLEY OF THE SUN ONEHUNDRETH A WORLDWIDE HISTORIC CELEBRATION

Saturday, June 19, 2019 / 5:00PM-10:00PM

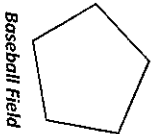
South



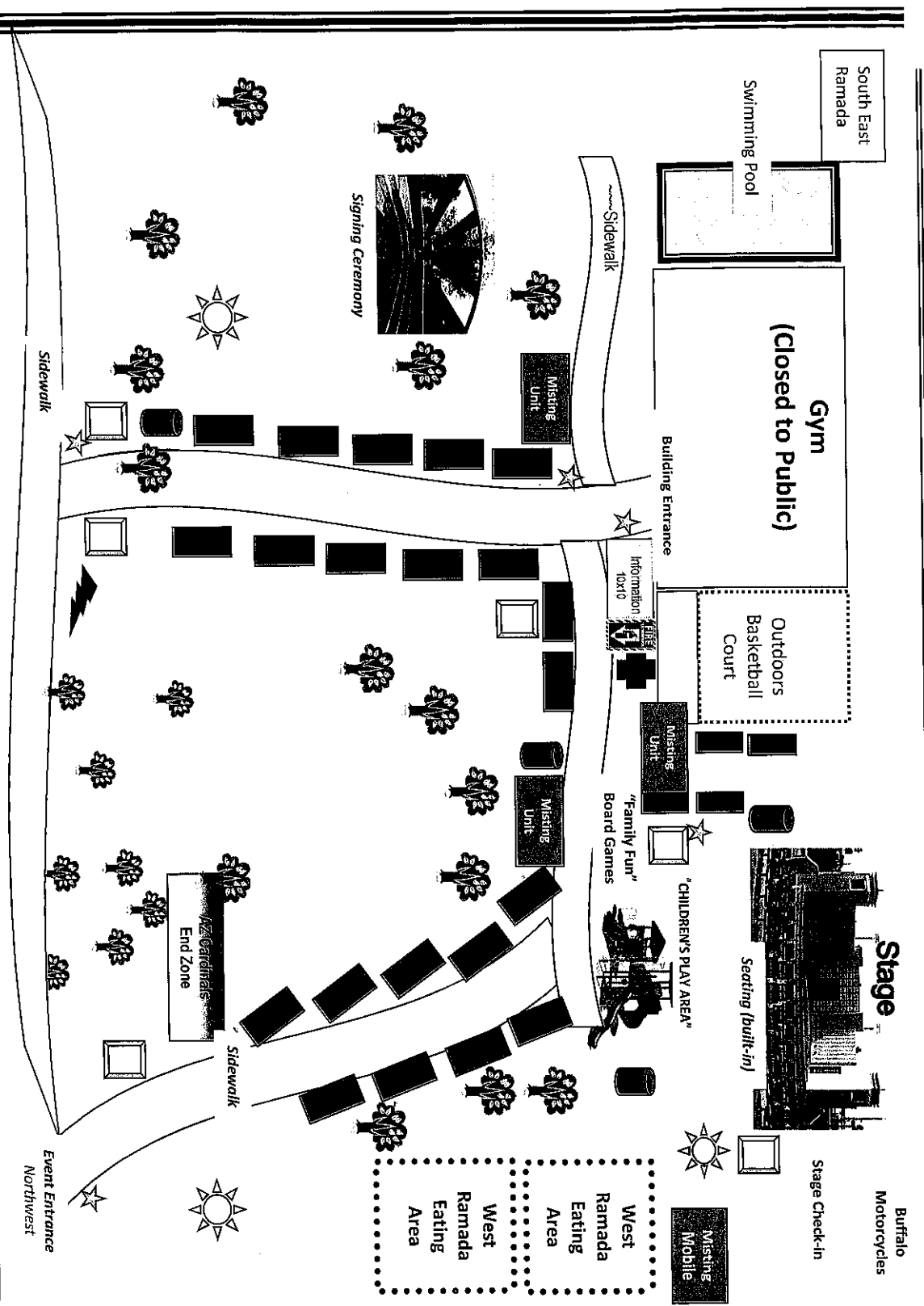
Baseball Field



South



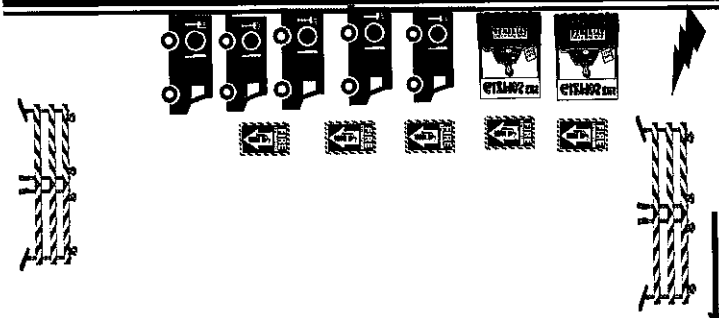
Baseball Field



KEY CODE

- Barricades
- Vendors
- Water Station
- First Aid
- Generator
- Light Tower
- Food Truck
- Fire Extinguisher
- Security
- Tent (10x10)

15th Street
Church Parking Lot



16th Street
Jefferson St

JEFFERSON STREET

North



15th Street
Jefferson St



City of Phoenix
OFFICE OF THE CITY MANAGER

Ms. Lanette Campbell
1549 E. Jefferson St.
Phoenix, AZ 85034

June 1, 2021

RE: Valley of the Sun Juneteenth

Dear Ms. Campbell,

Thank you for completing the Special Event COVID Pre-Application and communicating with our team regarding the Valley of the Sun Juneteenth Celebration to be held at Eastlake Park on June 19, 2021. Approval of an operating permit 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 declines to indemnify anyone electing to attend this event.

Our understanding of the event is as follows:

- Masks required for all except during eating/drinking
- Outdoor event with roughly 200 at any given time – this appears manageable to ensure distancing and compliance
- Designated areas for consumption of food and beverage
- Restriction on food trucks
- Testing and vaccination sites will be available during the event
- Distanced seating plan for stage event

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

- Cleaning products should be EPA registered antimicrobial cleaning and disinfecting chemicals for use against COVID-19.
- Delegate COVID compliance officers and give them authority to remove non-compliant guests who repeatedly refuse to wear a mask properly
- Ensure that all vendor booths are properly spaced apart in order to maintain adequate physical distancing for attendees and vendors

The City of Phoenix is approving the event scheduled on June 19, 2021. While we are approving your submitted plan we reserve the right to re-evaluate that approval if there is evidence that you are not complying with the protocols set forth in your plan or if there is a sudden and dramatic increase in the COVID-19 infection rates within our community.”

Sincerely,

A handwritten signature in black ink, appearing to read 'Inger Erickson', written over a horizontal line.

Inger Erickson
Deputy City Manager

