

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.

	Event	Informatio	on			
Name of Event						
Event Address				Stationary	Event? N	Noving? (parade, etc)
Name of Venue						
Date(s)/Time of Operation	Start Date End Date		Start Time	Start Time End Time to		
Contact Familiar with COVID Procedures & Plans	Name	Phone				
Contact Email						
Attendance	Anticipated Number of Attendees	Public Ever	nt Private Event	Oper	n to All?	Ticket-RSVP?
Social Distancing	Provide plan and documentation on how social distancing will be implemented, monitored, and enforced. See attached Provide plan for temperature checks for attendees. See attached					
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					
Venue Details	Square Footage of Event Space: Indoor Outdoor Both					
Arrangement	Seating Standing	Receptior	Booths		Other	
Occupant Load	Maximum Occupants with No Restri	Social Distancing Occupant Load				
Barriers/Security	Provide plan on how barriers or que See attached Event Security?	lines for crov	vd control will be i Yes	mplemented	? No 🗖	
Cleaning & Disinfection	Provide plan for reducing touch points and how surfaces will be cleaned and disinfected. See attached					
Cleaning and Disinfection Product(s) EPA approved against COVID-19? Yes D No D						
What type of CDC COVID recommend signage and messaging will be provided around venue? Provide examples. See attached						
Outside Vendor Providing Cleaning & Disinfection Service?					No 🗖	

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



If yes, provide company information (Name, address, phone, contact, email):						
	On-Site Preparation? Yes 🗖 No 🗖					
Food Service	Consumption on-site? Yes 🗖 No 🗖					
	If yes, provide plan showing how CDC and State guidelines for food dining will be implemented. See attached					
Seating for Food Consumption? Public Water Stations Provided?						
Yes 🗖 🛛 No 🗖	If yes, how many? Yes Ves No I If yes, how many?					
Restroom Facilities	Existing/Built-In Portable					
	How will handwashing and/or hand sanitizer be provided, include cleaning schedule for restrooms? See attached					
	Describe what physical barriers, such as sneeze guards and partitions be provided at all points of sales?					
Merchandise & Payments Event Staff	See attached					
	Ticket Sales on Site? Yes No No					
	Ticket Scanning at Entrance? Yes Source No Source Scanning at Entrance?					
	Queue lines for Scanning Yes D No D					
	Ticket sales available prior to event? Yes No					
	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 Event sponsored /provided transportation (shuttle, private bus, scooter, etc.)? Yes No No					
Transportation	Event sponsored /provided transportation (shuttle, private bus, scooter, etc.)? Yes No How is the promoter recommending attendees to arrive to and from the event? No					
	How is cleaning in accordance with CDC guidelines, being achieved?					
	See attached					
	The following attachments are required as part of this resume.					
	Social Distancing Plan					
	Event Layout (include all seating and food areas)					
	Barriers/Security/Que Line Plan					
	Cleaning & Disinfection Plan for all Touchpoints and Surfaces					
Attachments	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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