



**City of Phoenix**  
OFFICE OF THE CITY MANAGER

Taco & Margarita Street Festival  
High Street from 54<sup>th</sup> St to East Public Parking  
Phoenix, AZ

February 23, 2021

Re: High Street

Dear Mr. Laughlin,

Thank you for communicating with our team regarding your planned activity on May 8-9, 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 as follows:

- Large quantity of people (1500).
- All patrons are required to wear facemasks at all times.
- Everyone to social distance at least 6' minimum. This includes when in line and also when wandering the festival.
- Use the provided hand sanitizer. Hand sanitizer stations are located through the venue including the box office.
- All common touch areas will be cleaned completely by trained staff members equipped with EPA approved cleaning supplies throughout the day.
- All workers will wear PPE (masks, gloves and use of hand sanitizer routinely).
- Contactless POS will be used at concession areas.
- Disposable cups, plates and utensils will be used at all concession areas.
- Clear plastic sneeze guards will be used at all concession POS.
- No mask policy to be enforced.

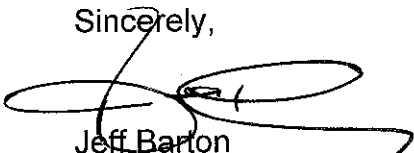
In addition to the above, we require the following stipulations:

- Organizer will be required to have attendees answer screening questions to include if they have recently been in close contact with someone suspected or confirmed to have COVID-19.
- Event security should include a COVID compliance monitor to ensure face covering and physical distancing requirements are being adhered to by attendees.

Under those circumstances the City of Phoenix is approving the event scheduled for May 8-9, 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,



Jeff Barton  
Assistant City Manager

Brad Laughlin

Crr V 2/22/21  
2:00pm

## City of Phoenix

### Special Event COVID Pre-Check

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

See attached ☐

Event Information			
Name of Event	Taco & Margarita Street Festival		
Event Address	High Street from 54 <sup>th</sup> st to East Public parking lot	Stationary Event?	Moving? (parade, etc)
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name of Venue	High Street		
Date(s)/Time of Operation	Start Date May 8, 2021	GWB 2/17/2021 To May 9, 2021	Start Time 2 pm 12 pm
			End Time GWB 2/17/2021 To 10 pm 8 pm
Contact Familiar with COVID Procedures & Plans	Name George Blake	Phone 602.684.8255	
Contact Email	Gblake3@aol.com		
Attendance	Anticipated Number of Attendees 1500	Public Event <input checked="" type="checkbox"/>	Private Event <input type="checkbox"/>
			Open to All? Ticket-RSVP? <input checked="" type="checkbox"/> <input type="checkbox"/>
Social Distancing	Provide plan and documentation on how social distancing will be implemented, monitored, and enforced. See attached X Provide plan for temperature checks for attendees. See attached X		
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 X		
Venue Details	Square Footage of Event Space: 64,000 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 _____		
Occupant Load	Maximum Occupants with No Restrictions 4260	Social Distancing Occupant Load To Be Determined (50% or less?)	
Barriers/Security	Provide plan on how barriers or que lines for crowd control will be implemented? See attached X Event Security? Armor 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 X		
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 X		

Precheck may be faxed to 602-495-0783, submitted in person weekdays  
8 am to 5 pm at the address below, emailed to [liquor@phoenix.gov](mailto:liquor@phoenix.gov) or mailed to the address below.  
For more information visit [www.phoenix.gov](http://www.phoenix.gov)

City Clerk Department | License Services  
200 W. Washington, 1<sup>st</sup> Floor, Phoenix, AZ 85003 | 602-262-4638



## City of Phoenix

Outside Vendor Providing Cleaning & Disinfection Service?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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 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 X			
Seating for Food Consumption? Standing High Top Tables only		Public Water Stations Provided?	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If yes, how many? <u>12 High Top Tables</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, how many? _____
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 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 checked="" type="checkbox"/>	No <input type="checkbox"/>
	Ticket Scanning at Entrance?	GWB 2/17.2021 No <input checked="" type="checkbox"/>	
	Queue lines for Scanning	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Event Staff	Ticket sales available prior to event? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
	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 type="checkbox"/> All staff will be properly trained as per CDC and state guidelines prior to the event.		
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? <u>Patrons are to drive to and from the event in their own cars. See Traffic Plan for Ingress &amp; Egress</u>  How is cleaning in accordance with CDC guidelines, being achieved? We will be using <b>Sani-Crew</b> trained mobile sanitizing team. See attached <input type="checkbox"/>		
Attachments  <b>SEE THE ATTACHMENT SCHEDULE</b>	The following attachments are required as part of this resume.		
	<input type="checkbox"/>	Social Distancing Plan	
	<input type="checkbox"/>	Event Layout (include all seating and food areas)	
	<input type="checkbox"/>	Barriers/Security/Que Line Plan	
	<input type="checkbox"/>	Cleaning & Disinfection Plan for all Touchpoints and Surfaces	
	<input type="checkbox"/>	Samples of COVID Safety Signage & Messages (include mask requirements)	
	<input type="checkbox"/>	Food Service Preparation & Service Plan	
	<input type="checkbox"/>	Handwashing/Sanitation Plan	
	<input type="checkbox"/>	Physical barriers for Points of Sale Plan	
	<input type="checkbox"/>	Event Staff Shift Checks	

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## City of Phoenix

☐ Transportation Cleaning & Disinfecting Plan

ATTACHMENT 11 SUMMARY OF EVENT PLAN

Precheck may be faxed to 602-495-0783, submitted in person weekdays  
8 am to 5 pm at the address below, emailed to [liquor@phoenix.gov](mailto:liquor@phoenix.gov) or mailed to the address below.  
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**ATTACHMENT SCHEDULE FOR  
TACO & MARGARITA STREET FESTIVAL  
MAY 8 & 9,2021**

**ATTACHMENT #1     Social Distancing Plan**

**ATTACHMENT #2     Event Layout (include all food areas)**

**ATTACHMENT #3     Barriers/Security/Que Line Plan**

**A-Fencing & bike rack barriers**

**B-Box Office lines**

**ATTACHMENT #4     Cleaning & Disinfection Plan for all "Touch" points and Surfaces**

**A & B- Company hired to provide cleaning services / Restroom cleaning schedule**

**ATTACHMENT #5     Samples of COVID Safety Signage & Messages (include mask requirements)**

**ATTACHMENT #6     Food Service Preparation & Service Plan**

**A-General food service plan**

**B-Detail of typical patron flow into and out of food service**

**ATTACHMENT #7     Hand washing/Sanitation Plan – SEE ATTACHMENT 4**

**ATTACHMENT #8     Physical barriers for Points of Sale Plan – SEE ATTACHMENT 2 & 3**

**ATTACHMENT #9     Event Staff Shift Checks**

**ATTACHMENT #10   Transportation Cleaning & Disinfecting Plan**

**A-The Event is not providing any public transportation.**

**ATTACHMENT #11   Summary of our overall event plan**

# Taco and Margarita Street festival

## May 8 & 9, 2021

### **PATRON HEALTH PROTOCOLS & SOCIAL DISTANCING:**

#### COVID NOTICE

Although efforts have been made to reduce or eliminate contact within the event, these efforts and social distance may not prevent virus spread. All patrons attend at their own risk. The M.U.S.I.C Foundation of Arizona and its employees and subcontractors assume no risk.

All patrons attending events will be instructed to practice common sense while attending events.

Temperature checks will be made at the Box Office with entry allowed only for those with 100.3 degrees or less. Everyone in a party or group where someone has a temperature at 100.4 or above may be denied entry.

We encourage attending the event with others **ONLY** if they are in your immediate quarantine community.

If you are sick, have a fever, have traveled in the last 14 days, or have been exposed to COVID-19, please stay home.

Make sure to keep hands away from your eyes, nose and mouth areas.

Wash hands thoroughly and frequently.

Masks will be required of all patrons upon entering and during the event at all times except when eating. Actual enforcement of this rule will be subject to producer's "best efforts" since we do not want to have an antagonistic approach to providing a safe space for events.

Practice physical distancing by standing six feet away from other groups (of 6) who are not traveling with them; this includes while standing in line at the Box Office, walking throughout the venue, standing in line for vendors, etc.

Stay Hydrated! You're highly advised to drink plenty of water. Water will be available for sale inside the event from the food vendors. Free water stations *will not* be available on-site

Taco & Margarita Festival  
May 8 & 9, 2021

Business Parking

Business Parking Only

N-54th-St

E High St E-High-St

Vendors

Vendors

Public  
Parking

Private  
Security

Public  
Parking

Public  
Parking

Google Earth



**Taco & Margarita Festival**  
**May 8 & 9, 2021**

Business Parking

Business Parking Only

N 54th St

E High St E High St

Vendors

Vendors

Public  
Parking

Public  
Parking

Public  
Parking

☆ Hand Wash Station  
★ Hand Sanitizer Station  
■ Porta Jons

Taco & Margarita Festival  
May 8 & 9, 2021

Business Parking

Business Parking Only

N-54th St

E-High St

Public Parking

Public Parking

Public Parking

Hightop  
Tables  
6' or more  
apart for  
standing  
only

Google Earth

**Taco & Margarita Festival**  
**May 8 & 9, 2021**

Business Parking

Business Parking Only

N 54th St

E High St

Vendors

Vendors

Public  
Parking

Public  
Parking

Public  
Parking

Security Locations

Private  
Security



Google Earth

Taco & Margarita Festival  
May 8 & 9, 2021

Business Parking

Business Parking Only

N-54th-St

E-High-St

E-High-St

Public  
Parking

Food  
Vendors

Public  
Parking

Public  
Parking

Google Earth



**Taco & Margarita Festival**  
**May 8 & 9, 2021**

**Business Parking**

**Business Parking Only**

N-54th-St

E High St E-High-St

**Public Parking**

**Public Parking**

**Public Parking**

MAIN &  
SECONDARY  
BOX OFFICES



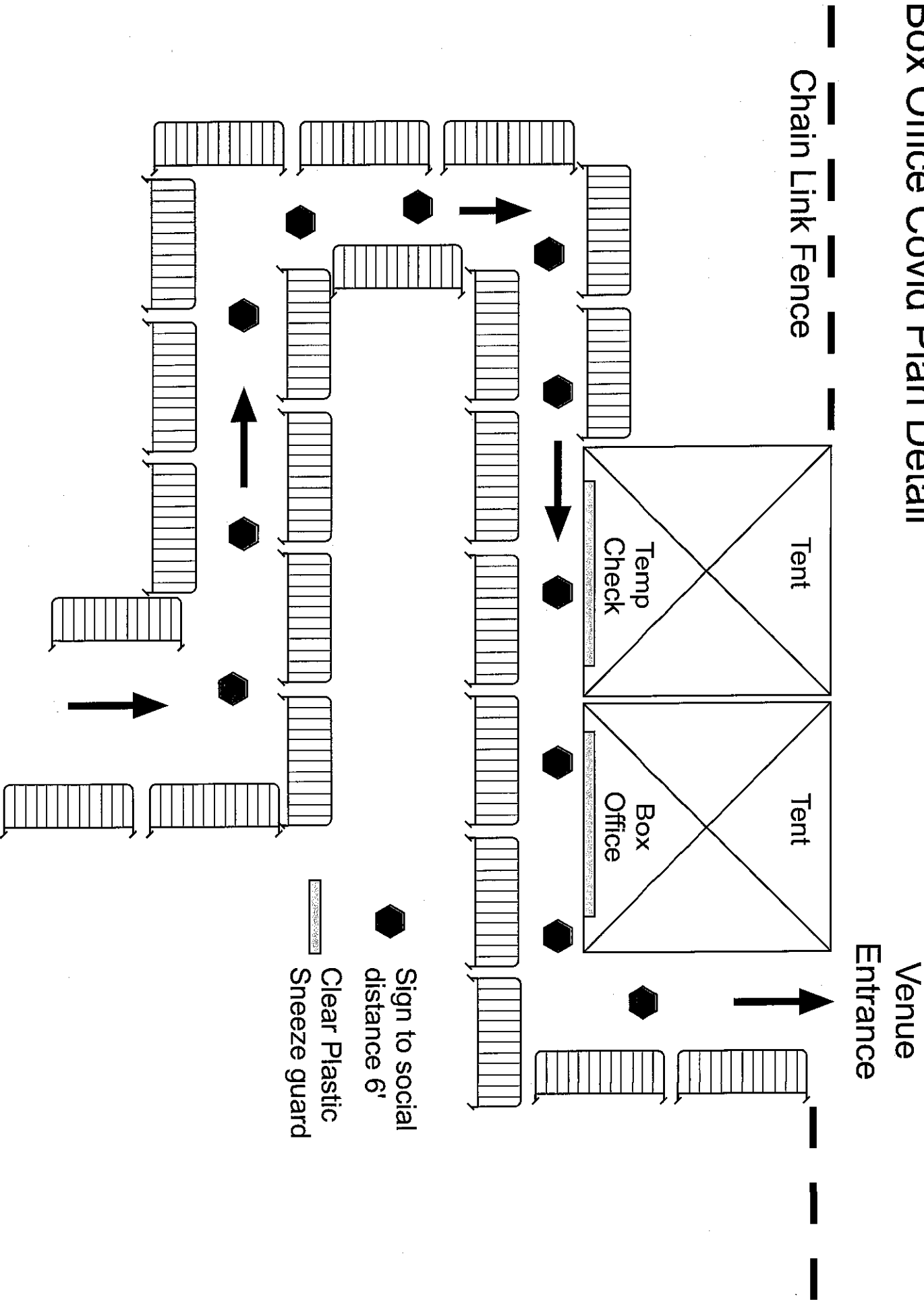
BIKE  
RACK



BOX  
OFFICE

# Taco & Margarita Street Festival

## Box Office Covid Plan Detail



# TACO & MARGARITA STREET FESTIVAL

May 8 & 9, 2021

## Encore Creative / Sani-Crew Mobile Sanitizing Team

Sani-Crew  
Go Time Design, LLC  
800 West Fairmont Dr., Suite #1  
Tempe, Az 85252

602.560.9292

Contact: Molly Jacobs, Event Producer  
P-480.736.2800  
M-650.743.0361  
[mjacobs@encorecreative.com](mailto:mjacobs@encorecreative.com)

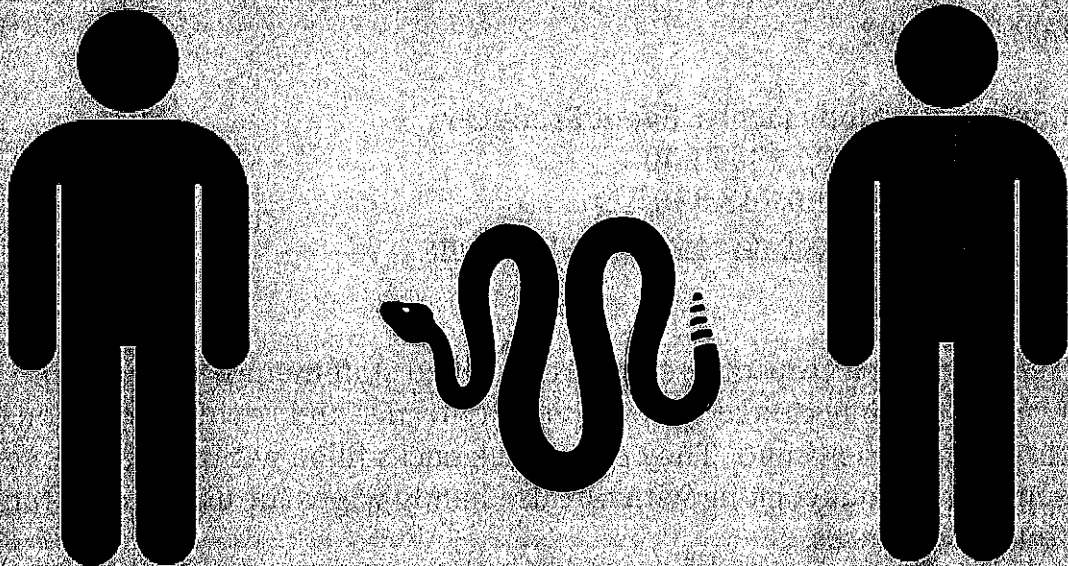
There will be a crew of two or three trained staff members from Sani-Crew providing sanitizing at the main entrance and roving continuously throughout the venue. They carry back packs filled with EPA approved sanitizing product along with one use handy wipes for use on all often touched surfaces.

Portable restrooms will be sanitized at least every hour. And dumped overnight and sanitized by the porta john company. Each porta john will have hand sanitizer available and refilled as often as needed.

Please call Molly at the number above for more details about their services.

# **MAINTAIN SOCIAL DISTANCING**

**KEEP ONE 6' AZ  
RATTLESNAKE APART**



**← AT LEAST 6 FEET →**

## **PROTECT AGAINST INFECTION**



# **Covid 19 Symptoms**

- **Fever or chills**
- **Cough**
- **Shortness of breath or difficulty breathing**
- **Fatigue**
- **Muscle or body aches**
- **Headache**
- **New loss of taste or smell**
- **Sore throat**
- **Congestion or runny nose**
- **Nausea or vomiting**

**Covid 19 Precautions**  
**At The Taco & Margarita Street Festival**  
**May 8 & 9, 2021**

1. All patrons are required to wear facemasks at all times. The only exception is when eating. All festival staff will also wear facemasks at all times.
2. We require everyone to social distance at least 6' minimum. This includes when in line and also when wandering about the festival.
3. Please DO NOT touch your eyes, nose or mouth with your hands.
4. If you are feeling ill, please stay home. Temperature checks will be performed at the entrance prior to entering the event site. Temperatures must be 100.3 degrees or less to enter. Our event staff and security staff will also be checked prior to the start of each day. If you feel ill after entering please contact a staff member or security. We have medical staff on site to help.
5. Please obey all directions from our staff and security for your safety and the safety of everyone else.
6. Use the provided hand sanitizer. Hand sanitizer stations are located through the venue including the box office.
7. All common "touch" areas will be cleaned completely by trained staff members equipped with EPA approved cleaning supplies throughout the day.

# Taco and Margarita Street Festival

## **PROHIBITED ITEMS**

- NO Large Chains or Spiked Jewelry
- NO Stickers or Flyers
- NO Markers, Pens, or Spray Paint
- NO Alcohol
- NO Outside Food
- NO Illegal Substances
- NO Knives, Firearms, Pepper Spray, Fireworks, or Weapons of Any Kind
- NO Drugs or Drug Paraphernalia
- NO Glass
- NO Pets
- NO Laser Pens / Pointers
- NO Professional Cameras – SLR or Detachable Lens
- NO Inflatables
- NO Balloons, Balls, Frisbee, and / or Any Other Projectile

## **ALLOWED ITEMS**

- OK 3ply or other Covid mask
- OK latex gloves
- OK hand sanitizer- 2 oz maximum size
- OK Cell phones
- OK Sunglasses and hats
- OK Disposable E-cigs / Nicotine Vaporizer pens, but none with refill-able chambers containing visible liquid
- OK Cigarettes
- OK Lighters
- OK Non-professional cameras incl Go Pros

# Taco and Margarita Street Festival

**CONCESSIONS:** We will continue to practice recognized methods of identifying and managing food safety related risk and adhering to strict global brand standards at all concession areas.

All workers will wear PPE (masks, gloves and use of hand sanitizer routinely).

Contactless POS will be used at concession areas as much as possible.

Disposable cups, plates and utensils will be used at all concession areas.

Increased cleaning of all concession areas throughout event will occur hourly.

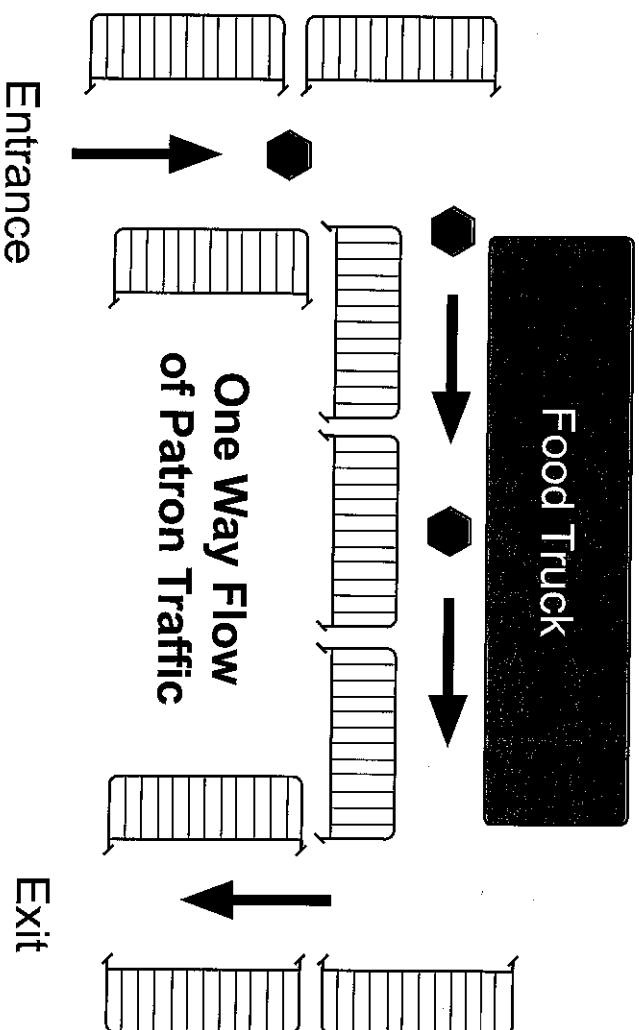
Clear plastic sneeze guards will be used at all concessions POS.

All food and beverage service to patrons will be required to stay a minimum of 6' apart in line. All vendors will provide hand sanitizer to the public

# Taco & Margarita Street Festival

## Vender Traffic Flow Detail

Chain Link Fence



**Note: Vendors will be required to provide their own foot traffic barriers.**

Sign to social  
distance 6'

Taco & Margarita Festival  
May 8 & 9, 2021

Business Parking

Business Parking Only

N-54th-St

E High St E-High St

Vendors

- ★ Hand Wash Station
- ★ Hand Sanitizer Station
- Porta Jons

Public Parking

Public Parking

Public Parking

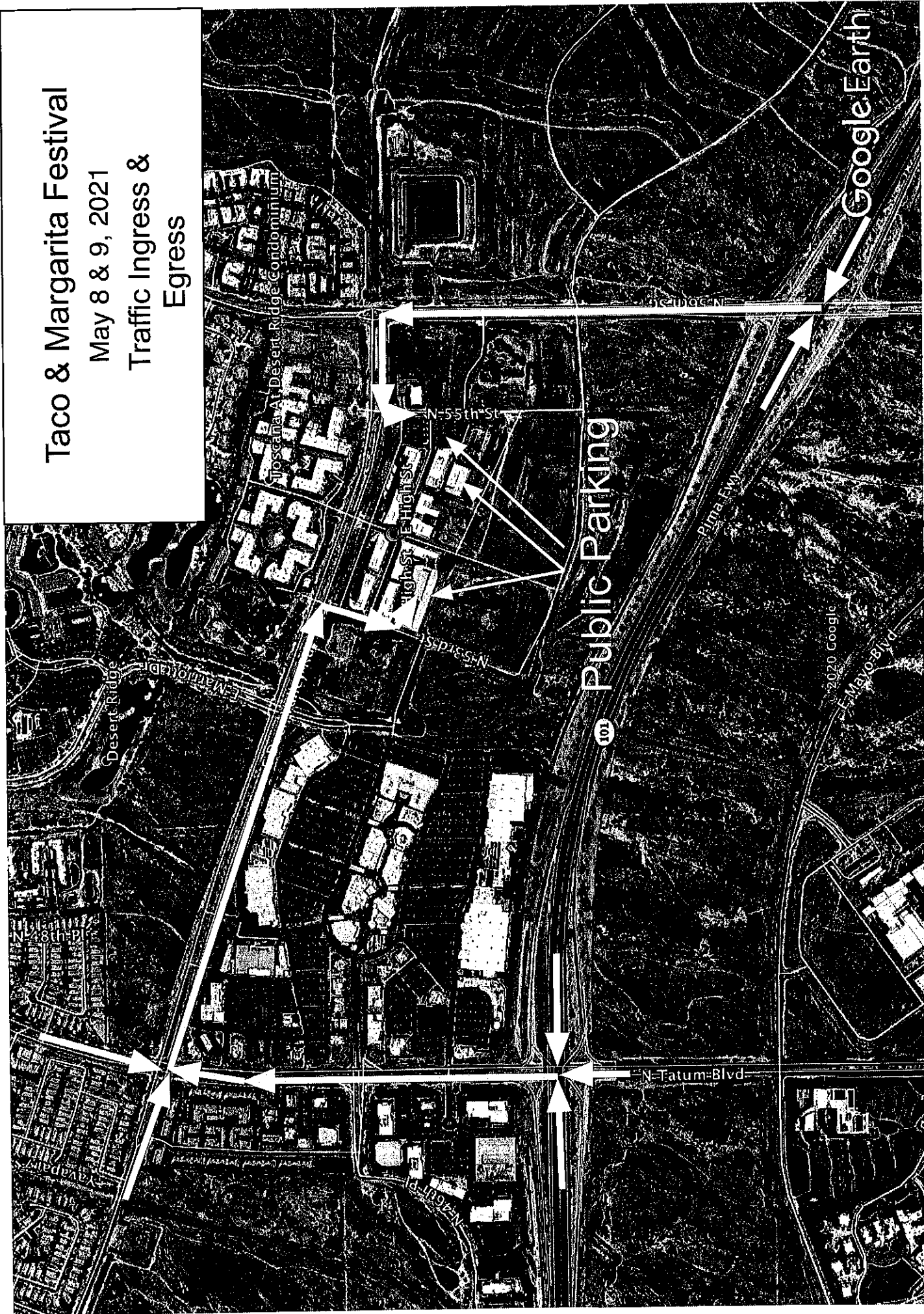
## Taco and Margarita Street Festival

All staff members will have their temperature checked prior to doors opening each day. They will also be questioned as to their health. Staff members will be briefed on our overall Covid plan before the event as well. All staff members will be working the full day with out shift changes.

# Taco & Margarita Festival

May 8 & 9, 2021

Traffic Ingress &  
Egress





## **TACO AND MARGARITA STREET FESTIVAL**

### **SPECIAL EVENT SAFETY GUIDELINES:**

The health, safety and wellbeing of all patrons, artists and staff have always been and will continue to be our number one priority at The Marquee Theatre.

We have developed a comprehensive, enhanced cleanliness and sanitation plan that consists of added precautionary measures throughout all aspects of the patron, artist and staff member experience.

Each department has its own set of procedures that are implemented to keep all patrons, artists and employees' health and wellbeing top of mind, while providing S.A.F.E. (safe and friendly environment) experience to our patrons.

**EMPLOYEE HEALTH PROTOCOLS:** All of our staff will receive thorough training on our enhanced health protocols, in addition to training on identifying any flu or virus-like symptoms and following a firm procedure on reporting to a medical official. Staff will also continue to receive training on established standards of sanitation set forth by CDC, ADHS, City Of Phoenix and State Of Arizona.

In addition to ongoing training, employees will be closely monitored for any symptoms (including a temperature reading) on a daily basis, and will be required to wear the appropriate PPE (personal protective equipment- masks, gloves and use of hand sanitizer) during all working hours.

Antibacterial hand-sanitizing stations will be placed throughout all areas of the venue (entrance, backstage area, concession areas, porta-jons).

Additional signage will be made available throughout venue reminding all employees and patrons of important health and hygiene protocols such as hand washing and physical distancing.

Physical contact will be minimized as much as possible with decals throughout exterior of event site reminding everyone of social distancing.

We will also provide an onsite EMT to provide medical assistance as needed.

**CLEANING & SANITATION PROTOCOLS:** We use cleaning products and standards that meet EPA (Environmental Protection Agency) guidelines and are approved for use and effective against viruses, bacteria and other airborne and blood borne pathogens.

We will provide deep-cleaning and disinfecting all common areas and public spaces in addition to back of house areas with an emphasis on high-contact surfaces such as box office, bar, public bathrooms, tables, seating areas and more.

**PATRON HEALTH PROTOCOLS & SOCIAL DISTANCING:**

**COVID NOTICE**

Although efforts have been made to reduce or eliminate contact within the event, these efforts and social distance may not prevent virus spread. All patrons attend at their own risk. The M.U.S.I.C Foundation of Arizona and its employees and subcontractors assume no risk.

All patrons attending events will be instructed to practice common sense while attending events.

Temperature checks will be made at the Box Office with entry allowed only for those with 100.3 degrees or less. Everyone in a party or group where someone has a temperature at 100.4 or above may be denied entry.

We encourage attending the event with others ONLY if they are in your immediate quarantine community.

If you are sick, have a fever, have traveled in the last 14 days, or have been exposed to COVID-19, please stay home.

Make sure to keep hands away from your eyes, nose and mouth areas.

Wash hands thoroughly and frequently.

Masks will be required of all patrons upon entering and during the event at all times except when eating. Actual enforcement of this rule will be subject to producer's "best efforts" since we do not want to have an antagonistic approach to providing a safe space for events.

Practice physical distancing by standing six feet away from other groups (of 6) who are not traveling with them; this includes while standing in line at the Box Office, walking throughout the venue, standing in line for vendors, etc.

Stay Hydrated! You're highly advised to drink plenty of water. Water will be available for sale inside the event from the food vendors. Free water stations *will not* be available on-site

**PATRON EXPERIENCE:** Every step of the interaction with patrons has its own set of defined protocols that will ensure the safety and wellbeing of our patrons and employees, while maintaining the level of service that you have come to expect.

Physical distancing practices including physically distanced queues, additional signage and physical barriers will be in place

Temperature readings and security pat downs will occur prior to entry. Anyone with a temperature of 100.4 or above will not be allowed into the event. In addition all those in their party could be denied entry as well.

Sanitizing stations will be provided throughout the venue with additional cleaning of high traffic areas.

EMT's provided on site to assist in any medical needs. Possible covid patients will be removed from the event for the protection of everyone.

Where seating is available tables will be set a minimum of 6' apart.

All food and beverage service to patrons will be required to stay a minimum of 6' apart in line. All vendors will provide hand sanitizer to the public.

**CONCESSIONS:** We will continue to practice recognized methods of identifying and managing food safety related risk and adhering to strict global brand standards at all concession areas.

All workers will wear PPE (masks, gloves and use of hand sanitizer routinely). Contactless POS will be used at concession areas as much as possible.

Disposable cups, plates and utensils will be used at all concession areas.

Increased cleaning of all concession areas throughout event will occur hourly.

**PARKING-** Parking is free in the open East parking lot and in the covered parking areas West and South of High Street.

We appreciate the opportunity to submit this application and look forward to working closely with City Of Phoenix Special Events Department on these events.

## **PROHIBITED ITEMS**

- NO Large Chains or Spiked Jewelry
- NO Stickers or Flyers
- NO Markers, Pens, or Spray Paint
- NO Alcohol
- NO Outside Food
- NO Illegal Substances
- NO Knives, Firearms, Pepper Spray, Fireworks, or Weapons of Any Kind
- NO Drugs or Drug Paraphernalia

- NO Glass
- NO Pets
- NO Laser Pens / Pointers
- NO Professional Cameras – SLR or Detachable Lens
- NO Inflatables
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### **ALLOWED ITEMS**

- OK 3ply or other Covid 19 mask
- OK latex gloves
- OK hand sanitizer- 2 oz maximum size
- OK Cell phones
- OK Sunglasses and hats
- OK Disposable E-cigs / Nicotine Vaporizer pens, but none with refill-able chambers containing visible liquid
- OK Cigarettes
- OK Lighters
- OK Non-professional cameras incl Go Pros

Respectfully,

Taco and Margarita Festival Management