

Public Gathering Application



PLEASE SUBMIT:

1. A floor plan, site plan and/or aerial map must be attached to indicate dimensions and all items such as tables, chairs, etc. to reflect proper distancing and compliance with [CDC Guidelines](#) and [ADHS guidelines](#) for public health & safety standards.
2. A written safety plan which identifies the public health & safety practices that will be implemented for the gathering based upon [CDC Guidelines](#), [ADHS guidelines](#), and all state and [local mandates](#) ([Governor Executive Orders](#) and [Maricopa County](#) requirements) in order to limit and mitigate the spread of COVID-19

Location and Address of Gathering: _____

Applicant Name & Title/Business: _____

Phone: _____ Email Address: _____

Date(s) of Gathering: _____ Hours: _____ Anticipated peak hours: _____

Maximum # of attendees per day: _____ Number of staff present per day: _____

Number of staff assigned to safety enforcement during event: _____

Will there be any sound amplification? YES NO

Is the gathering being held: outside inside both inside and outside

If the gathering is held outside, will you be using any tents or canopies? YES NO

Indicate tent size: _____ x _____ Indicate quantity: _____

If the tent is larger than 20' x 20' a tent permit is required from the Fire Department. Fire permit applications can be found by searching "Fire Permit Applications" at www.ScottsdaleAZ.gov. Applications must be received by the Fire Department at least 10 days prior to your sale. Please ensure that the tent company faxes the permit application to (480) 312-1850 or email to PEarls@ScottsdaleAZ.gov.

Please give a general description of what activities and activation will occur. Submit a separate detailed narrative if needed.

Please answer the questions below. These should be identified and consistent with the written public health & safety operations plan submitted with this application. [Face coverings are required.](#)

- YES NO Six (6) feet social distancing will be maintained during the entire gathering.
- YES NO Face coverings will be required and enforced for all staff and attendees.
- YES NO Hand washing stations and/or hand sanitizing stations will be readily available.
- YES NO Signage will be displayed promoting health safety requirements.
- YES NO Sharing of objects will be discouraged to limit contact.
- YES NO Food & beverage service has safety measures identified for prevention practices.
- YES NO Majority of attendees will be traveling from the local area.
- YES NO Protocols for handwashing and proper hygiene will be established.
- YES NO Cleaning and disinfecting practices will be implemented.
- YES NO High touch areas have been identified and a cleaning and disinfecting protocol in place.
- YES NO Restroom protocols have been established for proper social distancing and frequent cleaning.
- YES NO All staff and attendees will be advised to stay home if they have tested positive for, showing signs of, or have been exposed to someone who has tested positive for COVID-19.

Applicant Signature / Printed Name

Date

This section to be completed by City staff only.

If approved, please keep a copy of this application, site plan, and public health & safety plan on-site during the gathering. City staff may request it for inspection.

APPROVED DENIED

Special Event Administrator

Date

Conditions of public gathering approval:

Please submit to the appropriate venue location for review.

- CITY PARK EVENTS email to FacilityBooking@ScottsdaleAZ.Gov Phone 480-312-7707
- WESTWORLD EVENTS email to EJones@ScottsdaleAZ.Gov Phone 480-312-6831
- STADIUM EVENTS email to StadiumInfo@ScottsdaleAZ.Gov Phone 480-312-2856
- ALL OTHER EVENTS email to TourismandEvents@ScottsdaleAZ.Gov Phone 480-312-7177