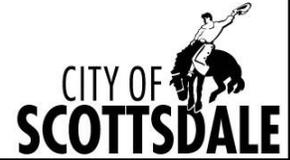


Public Gathering Application



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](#) for public health & safety standards.
2. A written operations plan which identifies the public health & safety practices that will be implemented for the gathering based upon [CDC Guidelines](#).

Location of Gathering: _____

Applicant Name: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

Date of Gathering: _____ Hours of Gathering: _____

Please give a detailed description of what activities and activation will occur or submit a separate narrative.

Will there be any performers, announcers, or speakers? ____ YES ____ NO How many? _____

Estimated number of attendees: _____ Number of staff which will be present: _____

[Face coverings are required](#). Please describe your plan for attendees and staff. How many are needed and how are they being provided?

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 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.

Tourism and Events

7447 E Indian School Road, Suite 301, Scottsdale, AZ 85251 Phone: 480-312-7177

Please answer the questions below. These should be identified and consistent with the written public health & safety operations plan submitted with this application.

- 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 or are showing COVID-19 symptoms.

Applicant Signature / Printed Name

Applicant Title / 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 written operations plan on-site during the gathering. City staff may request it for inspection.

APPROVED DENIED

Special Event Administrator

Date

Conditions of public gathering approval:

1. _____
2. _____
3. _____

Email Application to Cheryl Sumners at CSumners@Scottsdaleaz.gov

Tourism and Events

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