Events taking place on property owned or leased by the City of Knoxville must follow COVID-19 Safety guidelines. These guidelines are based on Centers for Disease Control (CDC) guidance. Each event organizer must coordinate their plan with the respective venue staff and/or Special Events Office. DUE TO THE CONTINUOUS CHANGES WITH COVID-19 GUIDANCE, THE CITY OF KNOXVILLE MAY REQUIRE ADDITIONAL SAFETY REGULATIONS AND MAY CANCEL YOUR EVENT AT ANY TIME FOR SAFETY REASONS.

GENERAL GUIDELINES:
- Per CDC everyone ages 2 years and older should properly wear a well-fitting mask indoors in public in areas of substantial or high community transmission, regardless of vaccination status.
- Signage must be posted on site for the 5 Core Actions. Signage is available on the Knox County Health Department website.
- Cashless systems are preferred for purchases from vendor.
- Hand sanitizing stations should be provided at organizer’s expense and placed appropriately throughout the venue, if they are not provided by the venue.
- Events should have entrance and exit options that discourage crowding in queue lines.
- For indoor events, only open-air, single-player play structures allowed. No group-based play structures allowed indoors, like bounce houses.
- Any shared items should be sanitized between uses by guests.
- Isolation space must be available if someone (staff, volunteer, or guest) becomes ill at the event.

EVENT ORGANIZERS
- Identify a point person to be the event COVID coordinator and provide their contact information to the venue and/or Special Events Office and the event staff/volunteers should issues arise.
- Ensure all staff and volunteers are informed of the COVID-19 Event Guidelines.
- Monitor and encourage staff/volunteers to properly wear a mask per CDC guidance and wash/sanitize hands regularly.
- Conduct daily health checks of staff/volunteers (temperature checks are not required) to reduce the risk of anyone coming to work sick.
- As available, broadcast regular announcements regarding COVID-19 safety protocols.
- Monitor and encourage guests to maintain social distance in queue lines and seating areas, indoors and outdoors.

FOOD SERVICE/VENDORS
- Food and condiments must be pre-packaged and served to the patron. No self-service items allowed; like food, beverage, utensils, and condiments. No refills allowed. Food samples are allowed only if they are pre-packaged and handed to the guest. Samples cannot be left on the table as a “grab and go” item.
- Single use plates/containers and wrapped utensils are required for festival-style events and by food truck vendors.
- Distancing floor markers should be used at vendor booths/food trucks or anywhere a line may form to encourage physical distancing of at least 6ft.

PERFORMANCES
- Physical distancing for performers must be at least 15ft from audience. Singers and musicians should be separated based on professional industry standards.

My signature below indicates I have read and understand the COVID-19 guidelines put in place by the City of Knoxville for events on City property.

Event Name (Print): __________________________________________________________

Applicant Signature: ________________________________________________________