



COMMONWEALTH OF DOMINICA

Ministry of National Security and Home Affairs

Events Application Form

Submit completed application form with supporting document to dompol@cwdom.dm

This **Events Application Form** and submission serves as Control Events Plan which is designed to address common planning issues in events and other venues of assembly, and presently to reduce the risk of spreading COVID-19.

An Event Stakeholder/Organizer **must** fill out this form to fulfill the requirement to begin the process for authorization to host an event.

Any venue of assembly, event, or activity with a designated start/end time or times (or having limited duration) must **not exceed 199 people** inclusive of event planning staff.

The Event Application Form is required for Other gatherings **of as few as 50 people**.

While **199 people is the limit**, select venues may not be able to accommodate **199 individuals**. The following will help determine number of people a select venue may accommodate.

- **Venue - 36 sq ft per person (Sq ft per venue divided by 36 Sq ft (per person) = number of persons a select venue may accommodate.**

Please note that all social gatherings must submit their events plan for review at least one month before event implementation.

The event process will be monitored to ensure adherence as per **Event Checklist**; a **walk-through will be done by the monitoring and approval team** to enable event implementation

A **COVID 19 Point Person** must be identified.

A **Monitoring group** comprising members of the Dominica Police Force, The Ministry of Health will be established to review the applications and to monitor the events to ensure compliance, If a breach of the applicable terms and Conditions of the approved permit is observed, the Monitoring Team through the Police can shut down the event with immediate effect.

Penalties: Event Organizers who breach the protocols on more than one occasion will not have events approved for a period of 90 days from last date of infraction. Written communication will be provided by the Dominica Police Force indicating the effective date of the suspension.

Definition of large gatherings

- *Any event that is open to the public. Exhibitions, expositions, fairs, festivals, entertainment, cause-related, fundraising, and leisure events are all examples of a large gathering.*
- *Means a gathering of 200 or more persons*
- *Does not include schools or religious institutions*

Considering the current pandemic and generally because of safety (Fire) issues, there is a difference between hosting activities indoors and outdoors. Variables to include ventilation, number of entrances and exits, restrooms and available space per patron to adhere to physical distancing will be considered.

Event Information

Name of Event:

Date & Time of Event:

Venue/Location: Venue/Location Address:

Venue/Location Owner/Manager:

Venue/Location Email:

Venue/Location Phone:

Event Organizer/Manager:

Event Organizer:

Event Organizer Contact Name:

Event Organizer Email:

Event Organizer Contact Phone:

Event description to include number of event planning staff:

Expected number of people attending:

Event Type:

- Static: events where the attendees primarily enter, Sit and watch
- Served: events where the attendees primarily enter, Sit/Stand and Served.
- Semi-Interactive: events where attendees enter and remain in small Clusters
- Interactive: events where attendees primarily freely roam venue

Employees, Volunteers, Players, Performers, Actors, Etc. Checklist:

- Symptom checking, including temperature checks when feasible
- Face coverings are worn, and Social Distancing is enforced in Entrances and Exits
- Ensure that face coverings are available
- Provide Sanitation Tools at all stations

- Comply with distancing and hygiene guidelines

What measures will the event undertake to ensure vendors and third parties follow applicable guidelines?

- Included requirements in vendor and other third-party contracts that their staff will follow COVID-19 guidelines and regulations
- Reviewed COVID-19 Control Plans of vendors and other third parties (e.g. service providers).
- Restricted access to deliveries and other staff

Please list **ALL** Vendors

Vendor Name	Vendor Address	List of individuals employed under vendor (e.g Jane, John, James)	Vendor telephone Number and email address (if available)

NB* The telephone numbers placed on this form **MUST** be operational. The information requested above can be submitted as an attachment to the application.

Event Map

Please attach a map of your event area and label the following:

- | | |
|--|--|
| 1. Entrances and exits | 7. Vendors |
| 2. High-traffic areas | 8. Food/beverage/restaurant areas |
| 3. Lines/queues | 9. Seating areas |
| 4. Handwashing and hand sanitizer stations | 10. Performance or entertainment areas |
| 5. Buildings | 11. Restrooms |
| 6. Tents | 12. Potential bottleneck |

Physical distancing and organizing personnel and event/venue layout

Please explain the venue/area where your event will occur. For large or complex venues/event layouts, please note individual spaces within the

venue/area (if applicable). Please use the table below to list each space within the venue/area, its size, its capacity limit, available equipment, and the number of attendees expected.

Brief Description of Space within the Overall Venue/Area (e.g. ballroom A)	Indoor/Outdoor Space	Size of Space (e.g. in square feet)	Capacity of Space (in compliance with COVID guidelines)	Number of Event Staff	Number of Attendees Expected	List of available equipment (masks, thermometer, thermal gun, sanitizer, etc.)

Entrance process, capacity, and crowd control.

Please use the checklist below to explain how you will ensure that the above capacity limits are maintained and the processes you will use for maintaining physical distance while entering the event area. Examples of best practices include issuing timed tickets or reservations, allowing entrance in shifts, and maintaining physically distanced lines.

- Designating staff to monitor for capacity at key spaces (e.g. entrances and exits)
- Modifying advertising practices (e.g. limiting advertising); Requiring reservations in advance
- Issuing tickets for designated time blocks
- Implementing measures (e.g. signage and 6-foot physical distancing demarcations) to allow queues to form outside of entrance(s)
- Conducting event rehearsal/walk-through to identify unanticipated bottlenecks or high-traffic areas

Ensuring physical distancing.

Please indicate and describe below how the event will facilitate physical distancing (e.g. 6-foot spacing, one-way customer flows, signage, designated staff) among event attendees, including in high traffic areas (e.g. entrance and exit points, lines for vendors)

- Designating staff to monitor for physical distancing at key spaces (e.g. lines, identified bottlenecks)
- Designating one-way customer flows
- Designating six-foot distancing (e.g. using signs, stanchions, chalk, tape, or other means) in queues and other spaces where distancing will be hard to maintain.
- Allowing for additional space
- Moving or rearranging furniture or stations

Face masks and coverings

Informed event staff, volunteers, and vendors of the requirement to wear face masks or cloth face coverings and measurably maintain at least six (6) feet of distance from others for the duration of his or her work and/or time on premises.

Handwashing & Hand Sanitizer

To ensure proper cleaning and decontamination of the workspace, you have (check the boxes to certify):

- Instructed workers to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, after cleaning, after removing gloves (where applicable), and after using the restroom.
- Made hand-washing facilities with soap and running water available to employees, volunteers, vendors, attendees, visitors, or customers, or will be providing hand sanitizer (with at least 60% alcohol content) that can be used for hand hygiene in place of soap and water. (Sanitizer is an option only if hands are not visibly soiled.)
- Developed procedures for monitoring the supply of soap and/or hand sanitizer and replenishing it as needed.

I hereby certify that the above statements are true and correct to the best of my knowledge. I understand that a false statement may disqualify me from implementation of current and future events per the 90-day penalty.

Signed this day:

NAME OF EVENT ORGANIZER DATE

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FOR INTERNAL USE ONLY

I have reviewed this document and find it to be satisfactory/unsatisfactory/requires further review. I recommend/I do not recommend the document for conditional approval.

RECOMMENDING AUTHORITY DATE

(insert company stamp here)