

## Event Registration: Non-Residential Social Gathering Delaware County

Event details must be submitted to Delaware County Public Health **at least 5 days prior** to the event date.

Maximum Occupancy: \_\_\_\_\_

75% Occupancy: \_\_\_\_\_

Venue Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Venue after hours contact information: \_\_\_\_\_

Venue Contact person(s): \_\_\_\_\_

### Event Information

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Event Duration: \_\_\_\_\_

Expected Number of Attendees: \_\_\_\_\_

Expected Number of Event Staff: \_\_\_\_\_

Describe the event: please include event type, location (indoor/Outdoor), setup (describe setup below or include event floor plan)

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I acknowledge that I have read and understand the Venue Summary requirements and I attest that the event details listed above are accurate.

\_\_\_\_\_  
Owner/Venue Printed Name

\_\_\_\_\_  
Owner/Venue Contact Signature

\_\_\_\_\_  
Date

Please submit all event details to Delaware County Public Health at least 5 days prior to the event.

Email: [dcph@co.delaware.ny.us](mailto:dcph@co.delaware.ny.us) OR Fax: (607) 832-6021.