



DELAWARE COUNTY PUBLIC HEALTH SERVICES

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Non-Essential Public Gatherings – Event Registration

For: Business Owners/Caterers hosting non-essential public gathering events

NYS Interim Guidance for Food Services During the COVID-19 Public Health Emergency

Effective, March 15, 2021, Governor Andrew Cuomo announced that responsible parties, including event venue and facility owners and/or operators, and event organizers, must comply with additional requirements for non-residential events that involve the gathering of attendees above the State's social gathering limit. Guidance for non-essential public gatherings:

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Indoor_and_Outdoor_Food_Services_Detailed_Guidelines.pdf

Events which may feature the preparation and service of food and/or beverage for parties, including but not limited to wedding receptions, celebrations, and similar private venue events, such as meetings and conferences. Responsible parties must notify the county health department where their facility/venue is physically located, if they plan to host in person and catered events that exceed the State's maximum social gathering limit. Responsible parties must submit event details to the local health department at least 5 days in advance of the event date.

Details shall include, but are not limited to:

1. Facility/venue responsible party contact information
2. Event/function name
3. Event address
4. Event date and time
5. Event duration
6. Expected number of guests
7. Expected number of event staff
8. Location on premises indoor/outdoor indicated by description and/or event floor plan

Please review the **Venue Requirements summary** and complete the **Event Registration: Non-Residential Social Gathering Events** form. Submit form to Delaware County Public Health **at least 5 days prior** to the event.

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

*Events may be subject to inspection by the local health department to ensure compliance with all provisions of the guidance.