



# WEDDINGS & CATERED EVENTS AFFIRMATION FORM

*Instructions: This form applies to in-person catered events in non-residential settings that are attended by more than 50, but no more than 150 people. The owner/operator of the event venue and/or the event organizer ("Responsible Party") should fill out this form in its entirety. The Responsible Party must affirm that the event will abide by the New York State Guidelines that are in place on the event date by signing the Attestation at the end of this document. The completed form must be submitted to Warren County Public Health at least five (5) days in advance of the event by email to [weddings@warrencountyny.gov](mailto:weddings@warrencountyny.gov) or fax to 518-761-6422.*

**Name of Responsible Party:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Address at which Event is Taking Place:** \_\_\_\_\_

**Description of Event Location (e.g. indoors/outdoors, which room(s) within the facility):**

**Event Date, Start & End Times:** \_\_\_\_\_

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

**Expected Number of Staff:** \_\_\_\_\_

*\*\*\*This event must abide by all the guidelines promulgated by the State of New York in Section I(D) "In-Person and Catered Events" of the Interim Guidance for Food Services:*

[https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Indoor\\_and\\_Outdoor\\_Food\\_Services\\_Detailed\\_Guidelines.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Indoor_and_Outdoor_Food_Services_Detailed_Guidelines.pdf) \*\*\*

## ATTESTATION

I hereby affirm under penalty of perjury that the above information is true and complete to the best of my knowledge, and that the event listed will abide by the Guidance referenced above. I understand that all such attestations are subject to investigation and verification and that a material misstatement or fraud may result in penalties including the closure of the event facility by Warren County.

\_\_\_\_\_  
*Signature of Responsible Party*

\_\_\_\_\_  
*Date*