

WCDOH COVID-19 Large Gathering Event Notification Form

User Instructions

1. This form is to be completed by the responsible party or parties, i.e.: Owner, Operator and or Business hosting the event. This form is to be used for events with 51 or more attendees. A separate form must be submitted for each event to the Westchester County Health Department at least five days in advance of your event. Failure to do so may result in the issuance of a notice of hearing, fines, and or revocation of your permit to operate. Please note that submittal of this form is not an approval of the event. By submitting the document you are attesting that you have completed an updated NY Forward Safety Plan specific to your facility and In-person/Catered Events, it is on file at your facility, and you are ensuring that all of the NYS required guidance will be followed and adhered to. If you have any questions or if there are any changes to this document between now and the time of the event, please contact us at 914-813-5000.
2. The form is available using the following link:
<https://covidgatheringform.westchestergov.com/covidLargeGatheringForm/>

Westchester County recommends using the Chrome browser.

3. All fields on the form are required fields. The form cannot be submitted unless all fields are filled out. The form will be checked to make sure dates and phone numbers are entered in the proper format. Formats are indicated next to the fields.
4. Once information is entered in all fields and the Submit button is clicked the following confirmation message will appear:

Thank you for submitting your Mandatory Event Notification Form. A confirmation email will be sent shortly. Please note that receipt of this document is not an approval of the document. By submitting the document you are attesting that you have completed an updated NY Forward Safety Plan specific to your facility and In-person/Catered Events, it is on file at your facility, and you are ensuring that all of the NYS required guidance will be followed and adhered to. If you have any questions or if there are any changes to this document between now and the time of the event, please contact us at 914-813-5000.

Additionally the Responsible Party email address will receive a confirmation email with a pdf containing a summary of the information entered on the form. Please note that if a confirmation email and confirmation message are not received, the information was not submitted to the Department of Health and we recommend you re-enter the information.