



# Clinton County Health Department

133 Margaret Street, Plattsburgh, New York 12901-2926

“Working Together for a Healthier Community”

www.clintonhealth.org



Public Health  
Prevent. Promote. Protect.

**Environmental Health & Safety Division**

**Phone: (518) 565-4870**

**Fax: (518) 565-4843**

**I AM THE RESPONSIBLE PARTY FOR THE EVENT AS LISTED BELOW AND WILL BE RESPONSIBLE FOR COMPLIANCE WITH THE IN-PERSON AND CATERED EVENTS GUIDANCE LISTED IN THE NYS RE-OPENING GUIDANCE - PHASE THREE INDUSTRIES-FOOD SERVICES SECTION.**

Facility Name: \_\_\_\_\_

Event Name or Function: \_\_\_\_\_

Event Date and Time: \_\_\_\_\_

Event Duration (Including Loading/Unloading Times): \_\_\_\_\_

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

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

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

Please attached a description and/or event floor plan that indicates the location on premises (e.g., indoor, outdoor) of the event.

Name of Responsible Individual	Date
By signing this completed In-Person and Catered Events Summary, the responsible party agrees to abide by and maintain all guidelines set forth by the Governor of the State of New York and/or the New York State Department of Health	

Additional Contact Information;

Responsible Party Phone Number: \_\_\_\_\_

Responsible Party Email Address: \_\_\_\_\_

Responsible Party Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Email completed forms to [ehs-do@clintoncountygov.com](mailto:ehs-do@clintoncountygov.com)



“Persons who have any physical mobility or other needs, call the telephone number above to arrange for accommodations”