



## EVENTS FAQ

**Kapil Longani**  
Counsel to the Mayor

**Alexis Blane**  
Principal Deputy Counsel

**Bess Chiu**  
Chief of Staff

**Katherine Cocklin**  
Deputy Counsel

### What types of events does this FAQ apply to?

This FAQ applies to all indoor and outdoor events held outside of a household that have more than 100 attendees and involve preparation and service of food and/or beverages. For example: wedding receptions, baby showers, and conferences.

### When may an event venue or facility hold an event?

Events may operate from **5:00 a.m. to 1:00 a.m. Food and beverage service, however, must cease at midnight.** All attendees (excluding staff) must leave the premises by 1:00 a.m.

### Are there any staffing requirements?

There must be sufficient staff to ensure compliance with state and local guidance, including by limiting capacity, prohibiting unnecessary congregation, and managing movement and traffic.

### Are there any capacity limits on in-person and catered events?

**Yes.** As of May 7, 2021:

- Indoor events must be limited to **the lesser of 75% of the maximum occupancy for a particular area<sup>1</sup> or 150 people**, exclusive of employees and event staff.
- Outdoor events are limited to the **lesser of 75% of the maximum occupancy for a particular area, or 500 people**, exclusive of employees and event staff.

### Example of capacity limits for indoor events:

<u>Max. Occupancy</u>	<u>75% Max. Occupancy</u>	<u>Limit for Events</u>
1000	750	150
500	375	150
200	150	150
100	75	75

### My venue has multiple event spaces. May I hold multiple events at the same time?

**Yes.** Venues may hold more than one event at the same time, so long as each event is separate.

- Each event must be held in a different area on the premises (e.g., indoor vs. outdoor spaces, separate rooms).
- Concurrent events may not share attendees or a common purpose.
- Attendees from separate events should not share any spaces or rooms, use the same entrances or exits at the same time, or otherwise engage in in-person interactions.

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<sup>1</sup> As set by the certificate of occupancy. Establishments without a certificate of occupancy should refer to the NYC Department of Buildings (DOB) Bulletin #2020-017 to determine maximum occupancy.

- Restroom capacity must be limited to avoid congestion of attendees, who must wear face coverings and maintain social distance within, and while waiting for, restrooms.

**What if my venue has a restaurant with a dining area separate from the event space?**

The separate dining area may continue to serve restaurant patrons so long as they do not associate with and are separated from the event space(s).

**When must staff and attendees wear face coverings?**

- All employees and event staff must wear face coverings at all times except while eating or drinking (e.g., during breaks).
- All attendees (age 2+) must wear face coverings when not seated (unless unable to medically tolerate them). Once seated, establishments should encourage, but not require, customers to wear face coverings when interacting with staff or otherwise not eating/drinking.
- Attendees presenting/speaking at the event may remove their face coverings when presenting/speaking so long as they maintain 12 feet of social distance from others or are separated by an appropriate physical barrier from other attendees.

**I'd like to hold an in-person or catered event. What steps do I need to take?**

A venue owner or event organizer wanting to hold an event must notify the NYC Department of Health and Mental Hygiene (DOHMH) at least 5 days in advance of the event date. Notification can be provided [here](#).

**Is there any information that event venues and facilities must collect from attendees?**

**Yes.** Venue owners or event organizers must ensure that all attendees register in advance (e.g., by creating a guest list). Each attendee must sign in at the event and provide their full name, date of birth, address, email, and phone number for use in New York State's contact tracing efforts. Details [here](#).

**Are there any screening requirements for attendees?**

**Yes.** Attendees must complete a mandatory health screening. They must also take an FDA-approved COVID test within 72 hours of the event start time and provide proof of a negative test result prior to or immediately upon arrival to the event. Alternatively, attendees may provide proof that they completed their COVID-19 vaccination series at least 14 days prior to the date of the event. Attendees who fail to provide proof of either a negative test result or proof of immunization must be denied entry to the event. Details [here](#).

**Are there any screening requirements for staff?**

**Yes.** In addition to undergoing mandatory health screenings, employees and event staff must present a negative test for COVID-19 prior to events. Additionally, any employees actively engaged in hosting events and interacting in close contact with attendees must be tested every other week – or show proof that they completed their COVID-19 vaccination series at least 14 days prior to the date of the event(s).

**What must operators do to prevent congestion in common areas?**

- Designate points of ingress/egress throughout the premises to ensure capacity and occupancy compliance.
- Limit restroom capacity to avoid crowds forming.

## **SERVICE GUIDANCE**

### **What are the social distancing requirements for events?**

- Attendees should not congregate, except when seated at their assigned table.
- Attendees must maintain a distance of at least 6 feet from other individuals outside of their immediate party/household/family.
- Each attendee must be assigned to a table or area.
- Attendees must remain seated at their assigned table while eating or drinking.

### **Are staffed buffets allowed?**

Yes, but organizers should consider staggering access to allow attendees to maintain 6 feet of social distance while waiting in line.

### **May I have live music and entertainment?**

**Yes.** However, live music performers and other entertainers—especially those not wearing a mask or playing a wind instrument—must be separated from attendees by either 12 feet or an appropriate physical barrier.

## **WORKPLACE REQUIREMENTS**

### **Am I required to post any signage at my establishment?**

**Yes.** Establishments are required to post signage that reminds individuals to take COVID safety precautions. More information [here](#).

## **ADDITIONAL RESOURCES**

### **What additional resources may I consult?**

- [NYS DOH Interim Guidance for NYC Indoor Food Services](#)
- [SLA Guidance on Food Service w/Beverages](#)
- [SLA Guidance on COVID-Related Closing Times](#)
- [NYC DOH Guidance for Businesses and Schools](#)