



NYS Event Guidance

Effective April 15, 2021

Crest Hospitality is committed to providing you with an affair to remember and are committed to doing so in a safe environment. Governor Andrew M. Cuomo has released new guidelines and requirements for non-residential events, effective April 15, 2021. We are fully committed to creating a safe environment for yourself and your guests.

Please note these guidelines are subject to change and clarification as our industry asks for clarification. We are committed to providing you regular correspondence to keep you updated. In the meantime, should you have any questions or concerns, please reach out to our sales team.

We look forward to welcoming you and your guests.



as of 4/16/2021

NEW OPERATIONAL GUIDELINES

Occupancy:

Indoor capacity is limited to no more than 75% of the certificate of occupancy for a “particular area” OR up to 150 guests (exclusive of employees).

Venue Compliance with Suffolk County Health Department:

- Venue will need to report your event to the Suffolk County Health Department no later than 5 days prior to arrival. This notification will include the contracted host contact information should it be needed for future contract tracing.

Hours of Operation:

- Closing Time: 1:00am
 - ALL parties will end no later than 12:30am so guests can exit the venue by 1:00am

Host Guest List

- Effective March 22nd, should your event guest list be 101 to 150 guests, you will be required to provide us with a host guest list.
- The Host of the event will be required to provide to the venue a numbered guest list. The form will ask for:
 - Guest First Name and Guest Last Name
 - Guest Address, City, State and Zip Code
 - Guest Date of Birth
 - Guest Email Address
 - Table Number the guest has been assigned to
- This information is required from the Suffolk County Health Department. It must be provided to the venue no later than 10 days before your arrival date. The form will be kept on property for 28 days. The form will be provided to the Suffolk County Health Department for a potential inspection during your event or, if requested, for contract tracing due to a report positive case linked to your event.
- Your floor plan and place cards will also be required 10 days prior to your function and will be verified against this list.
- A Host Guest List form can be found on our venue website for your use.

Venue Compliance Attestation Form:

- All guests must complete the form prior to entry to the room. The form can be printed in advance from our venue website – or will be available upon arrival.
- A temperature check will be conducted at this time.
- Forms will be kept on premises for a minimum of 28 days following the event date and made available to State and local health authorities upon request

**If the guest is a minor, an adult from their party/household/family) in attendance must complete the document on their behalf. Children under the age of two are exempt.*

COVID-19 TESTING/ HEALTH SCREENINGS

Guidelines:

- **As of March 22, 2021**
 - Events 100ppl or less – with or without dancing – no testing required. No notification to the Suffolk County Health Department will be required.
 - Events 101ppl to 150ppl – with or without dancing – testing will be required. Notification to the Suffolk County Health Department will be required.

Guest/ Vendor* COVID-19 Testing:

- **ALL guests MUST have one of the items listed below to be permitted entry into the venue:**
 1. Food and Drug Administration (FDA) approved polymerase chain reaction (PCR) or other nucleic acid amplification test (NAATs) of comparable analytical sensitivity performance performed and collected within 72 hours of the event start time with a negative diagnostic test result for COVID-19.
 2. FDA approved antigen test (aka Rapid test) performed and collected within 6 hours of the event start time with a negative diagnostic test result for COVID-19.
 3. Proof of having **COMPLETED** the COVID-19 vaccination series at least 14 days prior to the event date. For example, if the event date is April 15th, the vaccination series must have been completed on or before April 1st.
 4. Guest will be required to show physical proof of the above.
 - New York Residents: This maybe an “Excelsior Pass”, hard copy of testing results, or electronic copy. All documents must show guest name and result on the same page.
 - Non-New York Residents: A hard copy of testing results, or electronic copy. All documents must show guest name and result on same page.
 - Testing results will not be kept by the venue.
 5. Client not permitted to perform testing on venue premises.

Vendor* Heath Screenings:

- Upon arrival your vendors will be subject to a health screening as detailed below:
 - Body temperature taken via a handheld thermometer and recorded
 - Whether or not they are experiencing respiratory and other symptoms
 - Whether they have had close or proximate contact with an individual that is confirmed or suspected to have COVID-19
 - Whether they have recently had a positive COVID-19 test result
 - Whether they are in compliance with New York State’s travel advisory (<https://coronavirus.health.ny.gov/covid-19-travel-advisory>)

*Vendors who stay for the duration of the event (i.e. DJ, photographer, etc.) will be subject to the COVID-19 testing requirements. Vendors dropping off (i.e. florist, etc.) will be subject to health screenings.

EVENT GUIDELINES

Guestlist:

- Guestlist is required to be emailed to the venue 10 days prior to the event date in either Excel or Word as previously described above.

Face Coverings:

- All guests must wear acceptable face coverings provided that the guest is over the age of two and able to medically tolerate such covering. Exceptions include the below:
 - When seated with your immediate party/household/family
 - While presenting/speaking as long as this individual is distanced at least 12 feet from the other guests, OR separated by an appropriate physical barrier
- Guests are encouraged, however, not required, to wear face coverings while seated and not eating and/or drinking
- Acceptable face coverings for guests include, but are not limited to, cloth-based face coverings and disposable masks that cover both the mouth and nose.

Social Distancing:

- All events must have assigned seating. No open floor plans will be allowed.
- Guests will be assigned to a dinner table or area, where they must be seated while eating or drinking for the duration of the event
- Practice social distancing by maintaining a minimum of 6 feet distance from others, with an exception of those within the same immediate party/household/family

Guest Arrival/ Check-in:

- Venue may enact staggered arrival or distanced waiting zones with distance markers

Congregating:

- Attendees should not be congregating and should be standing only when necessary, for example:
 - Entering/exiting
 - Use of restrooms
 - Use of staffed buffet
 - Ceremonial entrance (for example, entrance of bride and groom)

Cocktail Receptions:

- Cocktail receptions are permitted under the below parameters:
 - Social distancing adhered to
 - Face coverings removed **ONLY** when seated and not within 6 feet of other parties/households/families
 - Guests may not eat or drink while standing
 - Guests may not sit with members of other parties/households/families
 - Passed foods (i.e. passed hors d'oeuvres) should be served in a way to limit the touching of any shared surfaces by attendees

Buffets:

- Permitted when staffed to ensure that there is no customer touching of common objects (e.g. serving spoons, tongs, etc...). Social distancing must be maintained
- In order to maintain social distancing, staggering tables is recommended

Seating:

Seating both indoor & outdoor for customers must be separated by a minimum of six feet in all directions. If not possible, physical barriers, at least 5 feet high, can be enacted, however, must not block emergency and/or fire exits.

- Maximum of 10 people per table
- If utilizing a communal table, parties must be distanced by 6 feet

Music & Entertainment:

- Live music and entertainment is permitted under the parameters set forth below:
 - Performers must be separated by attendees by 12 feet or an appropriate physical barrier
 - Performers may have their face covering removed under the above. However, if not singing, performing, or speaking, face covering should remain on

Dancing:

- Select attendees may participate in ceremonial dances with immediate party/ household/ family without masks as long as they maintain 6 feet distance from other attendees
 - Example: first dance at wedding reception
 - These individuals **MUST** be designated prior to event date and communicated to venue
- General attendee dancing is permitted under the below parameters:
 - Dancing with those seated at their table **ONLY** in a clearly marked zone that is assigned to them
 - Zones must be distanced 6 feet apart from other zones and tables
 - Guests cannot enter other zones (i.e. a zone that is not assigned to them)
 - Attendees must wear face coverings while dancing