



GOVERNMENT OF THE U.S. VIRGIN ISLANDS
DEPARTMENT OF HEALTH, ENVIRONMENTAL HEALTH DIVISION
SPECIAL EVENTS REQUEST FORM

- ◆ *Forms and all promotional materials must be submitted to inspection.deh@doh.vi.gov as a PDF Attachment.*
- ◆ *Any requests submitted less than 14 days before the event will be denied.*
- ◆ *The COVID-19 Taskforce has the right to conduct compliance inspections.*
- ◆ *If found to be out of compliance, a "Cease-and-Desist Order" will be issued.*
- ◆ *This form is not a substitute for a "Special Events Health Permit," which is required for food sales.*

Name: _____ Date: _____ Phone Number: _____

Applicant's Email Address: _____

Name of Venue/Establishment Owner: _____ Phone Number: _____

Name of Venue/Establishment: _____ Phone Number: _____

Physical Address of Venue: _____

Pre COVID-19 Capacity: _____ Number of Expected Attendees: _____ Food Served: Yes / No Alcohol Served: Yes / No

Type of Event: _____

Date & Time (beginning and end) of Event: _____ Do you request a COVID-19 Vaccination Clinic at your event? Yes / No

Live Music / DJ : Yes / No If "Yes" Explain: _____

EVENT DETAILS & COVID-19 SAFETY PLAN	

Signature of Applicant: _____ Date: _____

Signature of Venue/Establishment Owner: _____ Date: _____

Recommended / Not Recommended	Approve / Disapprove
Signature: _____ Wanson S. Harris, CIH, COHC, Director, Environmental Health Division	Date: _____
Signature: _____ Justa E. Encarnacion, RN, BSN, MBA/HCM, Commissioner of Health	Date: _____

Official Use Only - Additional Remarks



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DEPARTMENT OF HEALTH DIVISION OF ENVIRONMENTAL HEALTH



3500 ESTATE RICHMOND
ST. CROIX, VI 00820
(340) 718-1311 x 3600

1303 HOSPITAL GROUND, SUITE 10
ST. THOMAS, VI 00920
(340) 774-9000 x 4642

Guidance for All Parties/Events/Gatherings

ALL events need approval from the VI Department of Health (DOH) as per the Government of the U.S. Virgin Islands Supplemental Executive Orders modifying the conditions of "Safer at Home" <https://www.vi.gov/executive-orders/>. **Requests submitted less than two weeks (14 days) before the event will be denied.**

The first step for approval is submitting a "Special Events Request Form." The form and promotional materials must be emailed to inspection.deh@doh.vi.gov as a PDF attachment early in the event planning stages. Response time varies.

COVID-19 Safety Plan

Your COVID-19 Safety Plan is a written plan outlining the COVID-19 prevention measures for your event. (See below for additional details.)

Person in Charge

Someone must be responsible for ensuring all the information in this document, and your COVID-19 Safety Plan is followed throughout the event.

- All attendees and staff follow and stay up-to-date with the changes to most current event guidance, Public Health Orders, and Executive Orders.
- A guest list including the contact information of all guests, hosts, and employees must be kept on file for contact tracing purposes.
- No person who is ill may attend the event.
- A person who has been in close contact with a suspected or positive case of COVID-19 must be in quarantine and is not allowed to attend any event or be out in public.
- The event must end before midnight.

Social Distancing Requirements

- Households should be seated together whenever possible.
- A 6-foot distance must be maintained throughout the event by all people who are not in the same household.
- Tables must be spaced at least 4 feet apart (follow [restaurant guidance](#)). Seats for people who don't live in the same household must be spaced 4 feet apart, preferably 6-feet apart if possible.



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Masks

- Masks are to be always worn except when eating or drinking at their assigned seat.
- Masks must cover the nose and mouth while guests are not eating.

Capacity

- As of 08/13/21, the limit on mass gatherings is 50 people. All gatherings of less than 50 people need DOH approval.
- DOH may approve events up to 100 persons on a case-by-case basis if everyone involved is vaccinated (guests, staff, organizers, etc.).

Hygiene

- Areas for hand washing and sanitizer must be widely available and easily accessible. No-touch sanitizer dispensers preferred.
- Frequently touched surfaces and restrooms must be cleaned and sanitized often.

Ventilation

Outdoor events are preferred. Good ventilation required indoors.

Food and Beverage

- Food is served using restaurant guidance
- Alcoholic beverages cannot be served after 11pm.
- No standing at a bar; seating must be 4 feet apart.
- Drinks must be served at tables or while seated at the bar.

Live Music and D.J. Music

- Live and D.J. must be at least 10 feet from the guests.
- One D.J. is allowed at outdoor events.
- There can be no dancing at this time.
- At weddings, the wedding couple can have their ceremonial first dance.



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Optional Vaccination Clinic

You can host a clinic at your event. If you are interested, a DOH representative will contact you with more information.

Compliance and Enforcement

- The Governor's Executive Orders, Special Event Guidance, Event Details & COVID-19 Safety Plan, and all other information on the "Special Events Request Form" must be consistently followed.
- The COVID-19 Task Force has the right to conduct inspections. If found to be out of compliance, a "Cease and Desist" will be issued.

Permits and Health Cards

- The "Special Events Request Form" is not a substitute for a "Special Events Health Permit," required if food or drinks are being sold at the event.
- For more information, see: Food Establishments and Public Permit Requirements
- Health Cards are required for any person handling food and drinks that are sold to the public. How To Get A Health Card

Additional Details

- COVID-19 most often spreads by people before they know they are infected. When completing the "Special Events Request Form," the best way to write your "Event Details & COVID-19 Safety Plan" is to think about what you would do if some of your guests have COVID-19 but have no symptoms. Write out your plan to prevent the airborne virus from infecting other guests.
- For more guidance: Guidance for COVID-19 | CDC or <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>
- For more information, please call (340) 718-1311 extension 3600.
- To report violations, please call 340-771-7226 (STT/STJ) or 340-727-7226 STX.