



CITY OF JERSEY CITY OFFICE OF CULTURAL AFFAIRS

City Hall 280 Grove Street #215
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Steven M. Fulop
Mayor

Christine Goodman
Director

‘2019 INTENT TO APPLY’

Greetings Event Organizer,

Thank you for your interest in applying to host a ‘Special Event’ in Jersey City in 2019!

The Office of Cultural Affairs plays the important role of making sure events that are held in Jersey City have all the proper permits and communicate with the hosting neighborhood & City Departments to operate safely and effectively. We also act as a liaison between event organizers and City Permitting officials.

Our Special Event Application will be available **January 7th 2019** for you to begin the application process. In the interim, we would like to tentatively enter into our internal calendar proposed Special Event dates, times, and locations. Please fill out this “Intent to Apply” form and return it at your earliest convenience so we may add it to the Cultural Affairs Internal Calendar as a ‘pending’ event.

‘Intent to Apply’ forms will be accepted from December 3rd, 2018 to January 3rd, 2019 only. Forms received after the deadline will be not be accepted, as the Special Event Application will be available that following Monday. Date and locations will be approved on a first come, first serve basis.

Please provide the following information and email this form to the Special Event Program Coordinator, Anne McTernan at amcternan@jcnj.org:

Name of Event:.....
Proposed Location of Event:.....
Proposed Date of Event:.....
Proposed Time frame of Event (am/pm):.....

Non-Profit Hosting Event:.....
Lead Organizer’s Full Name:.....
Lead Organizer’s Direct Phone Number:.....
Lead Organizer’s Direct Email:.....

SPECIAL EVENT PERMITTING & PLANNING OPEN HOUSE - SAVE THE DATE

The Office of Cultural Affairs will be hosting an Open House on January 7th from 6:30 - 8:30pm in Council Chambers at City Hall, 280 Grove Street.

The Open House will be an opportunity for all event organizers to learn about the 2019 event application, fee structure, timelines, and application requirements as well as a chance to meet the Cultural Affairs staff. Light refreshments will be served.



ART. MUSIC. FILM. DANCE. HERITAGE. #JERSEYCITY