



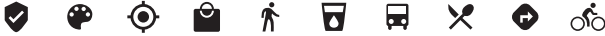
# CITY OF JERSEY CITY OFFICE OF CULTURAL AFFAIRS



Steven M. Fulop  
Mayor

City Hall, 280 Grove Street Rm #215  
Jersey City, NJ 07302

(201) 547 - 6921 [culturalaffairs@jcnj.org](mailto:culturalaffairs@jcnj.org)



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

Christine Goodman  
Director

## OVERVIEW: 6 STEP PROCESS

*Greetings Event Organizer,*

*Thank you for your interest in hosting a Special Event in Jersey City! The Office of Cultural Affairs (OCA) plays the important role of ensuring that events held in Jersey City have the appropriate permits and communicate with City Departments and the hosting neighborhood associations or SIDs to operate safely and effectively. The OCA acts as a liaison between the event organizers and the City Wide Special Events Management Team, which is comprised of representatives from City Departments, Divisions, along with other public Agencies that may be affected by or have regulatory authority related to elements found in your event. The Process provides a coordinated approach to the planning, reviewing, and on-site management of your event.*

The Special Event Application Process is comprised of 6 STEPS:

- 1. APPLYING:** If you are interested in applying for a Special Event in Jersey City, please reach out to the Special Event Program Coordinator to request a link to the Special Event Application through the DocuSign platform. In your email ([amcternan@jcnj.org](mailto:amcternan@jcnj.org)) or phone call (201.547.4327) please state the following info:
  - a ) NAME OF PROPOSED EVENT
  - b ) DATE OF PROPOSED EVENT
  - c ) LOCATION OF PROPOSED EVENT
  - d ) NAME OF NON-PROFIT ORGANIZATION HOSTING PROPOSED EVENT

Once you receive the link, you have 30 days to complete the application, after 30 days the link will expire and you will have to request a new link. If you have any questions while filling out the application please reach out to the OCA at 201.547.6921.

- 2. RECEIPT & REVIEW:** Once you hit FINISH on the application in DocuSign, the platform will automatically send an email to notify the OCA that an application has been submitted. DocuSign will also send the Applicant an acknowledgement email stating that the document is COMPLETE. If you do not receive this email please call 201.547.4327. The Special Event Coordinator will read through your application to be sure all required fields are filled out and all required accompanying documents have been attached. If anything is missing the Special Event Coordinator will reach out. This step typically takes 2-5 days.

- 3. CIRCULATION & SIGNATURE COLLECTION:** Once the OCA has received a complete application from the Applicant, the Special Event Coordinator will place the application into circulation for signature collection from the City Depts required to review the application. This step typically takes about 4-5 weeks.

- 4. NOTIFICATION OF APPROVAL & NEXT STEPS:** Once the application has been reviewed and signed by all required Depts, the Special Event Coordinator will reach out to inform the applicant that the application has been approved or disapproved and the required Next Steps. The applicant will also be notified if an additional Public Safety Meeting is required for their event. The Public Safety Meeting is a face to face meeting with the Citywide Management Team at the Office of Emergency Management at 715 Summit Ave. Meetings are scheduled 2-4 weeks before the date of the event.

- 5. FEES & SCHEDULING:** The Next Step email will outline the action required on the part of the applicant to be sure all invoices are paid in advance of the Permit being issued by the respective Dept. This email will cc the liaison in each Dept that the applicant must make contact with to ensure that City services are scheduled.

- 6. EXECUTION OF EVENT:** Depending on the scale of an event OCA will assign staff member(s) to be on-site at your Special Event to be sure an event is setup in accordance with the plan set forth at the Public Safety Meeting and to ensure City services arrive as agreed.

*I understand that my Special Event will be subject to this 6 step process and I will take action as directed by the Office of Cultural Affairs.*

*Signature of Applicant .....*