



CITY OF JERSEY CITY OFFICE OF CULTURAL AFFAIRS

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

(201) 547 - 6921 culturalaffairs@jcnj.org



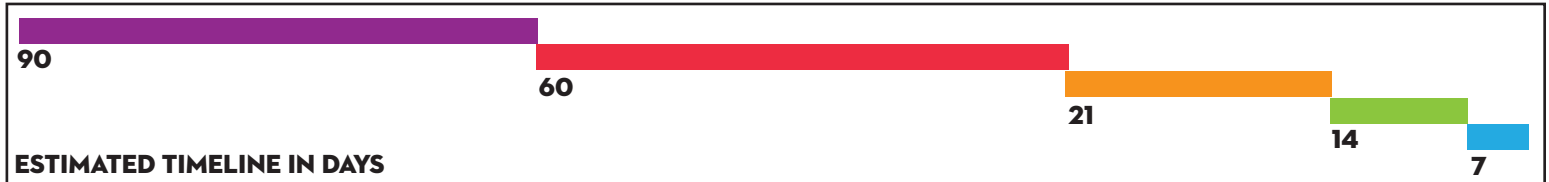
ART. MUSIC. FILM. DANCE. HERITAGE. #JERSEYCITY
2019 SPECIAL EVENT TIMELINE



Christine Goodman
Director

Steven M. Fulop
Mayor

HOW LONG DOES IT TAKE TO APPLY FOR A SPECIAL EVENT?



90 TO 65 DAYS BEFORE EVENT

Reach out to the Special Event Program Coordinator by email to request a digital link to the 2019 Special Event Application through Docusign.

Include in your email:

Name of proposed event

Date of proposed event

Location of proposed event

Name of Non-profit organization applicant or partner

60 DAYS BEFORE EVENT

Complete 2019 Special Event Application & submit to the Office of Cultural Affairs.

The Special Event Coordinator will confirm receipt and inform you if any documentation is missing.

21 - 14 DAYS BEFORE EVENT

The Special Event Program Coordinator will reach out to notify the Applicant that their application has been approved or denied and your Next Steps.

At this point the Special Event Coordinator will also inform you if a Public Safety Meeting is required for your event and the date of that meeting.

14 - 7 DAYS BEFORE EVENT

Submit your final food vendor list to OCA to be shared with HHS & Fire.

Visit HHS to pay for Food Sponsor License.

Visit DPW to pay for Sanitation fees.

Visit Fire Prevention to Pay for Fire fees.

Visit Police Headquarters to pay for Police fees.

Visit the Division of Commerce to pay for festival permit and bond. (if applicable)

Email Marketing & Outreach Coordinator to share your event flyer & info to be posted on the OCA calendar.

7- 3 DAYS BEFORE EVENT

Visit the JC Parking Authority to pay for No Parking signs.

Hang the No Parking Signs.

Confirm that all your Food Vendors have obtained their HHS permit.

Touch base with Special Event Coordinator to be sure all City services are scheduled.