



CITY OF JERSEY CITY OFFICE OF CULTURAL AFFAIRS

City Hall 280 Grove Street #215
Jersey City, NJ 07302
201 . 547 . 6921



Steven M. Fulop
Mayor

Christine Goodman
Director

'INTENT TO APPLY' 2018

Greetings Event Organizer,

Thank you for your interest in applying to host a Special Event in Jersey City in 2018!

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 17th of 2018 for you to begin the application process. In the interim, we would like to tentatively enter pending annual Festivals, Parades and Special Event dates, times, and locations by providing an "Intent to" application, see below for details, and return it at your earliest convenience so we may add it to the Cultural Affairs Calendar as a pending event.

Intent to Applications will be accepted from November 25, 2017 to December 25, 2017. Applications received after the deadline will be subject to normal processing. Date and locations will be approved on a first come, first serve basis.

Please provide the following information:

Name of Event:

Organizer / Organizing Group:

Address:

Phone: Email:

Location:

Date:

Setup Time: Event Open to the Public: to Breakdown Time:

OPEN HOUSE - SAVE THE DATE

The Office of Cultural Affairs will be hosting an Open House on January 17th 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 2018 event application, fee structure, timelines, and application requirements as well as a chance to get to know the Cultural Affairs staff. Light refreshments will be served.



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