

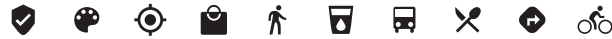


STEVEN M. FULOP
MAYOR

CITY OF JERSEY CITY OFFICE OF CULTURAL AFFAIRS

CITY HALL, 280 GROVE STREET, OFFICE B-105
JERSEY CITY, NJ 07302

(201) 547-6921 | culturalaffairs@jcnj.org



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



CHRISTINE GOODMAN
DIRECTOR

OVERVIEW: 6-STEP PROCESS

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 communication with City Departments and the hosting neighborhood associations or Special Improvement Districts (SID), to operate safely and effectively. The OCA acts as a liaison between the event organizers and the citywide Special Events Management Team, which comprises representatives from city departments and 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 comprises 6-STEPS:

1. **APPLYING:** If you are interested in applying for a special event in Jersey City, contact Elizabeth "Lisa" Catanio to request a link to the special event application using the DocuSign platform. In your email (ecatanio@jcnj.org) or phone call (201-547-4327) please provide the following information:

- a) NAME OF PROPOSED EVENT
- b) DATE AND TIME OF PROPOSED EVENT
- c) LOCATION OF PROPOSED EVENT
- d) NAME OF NON-PROFIT ORGANIZATION HOSTING PROPOSED EVENT

After receiving the DocuSign 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 questions when filling out the application please contact the OCA at 201-547-6921.

2. **RECEIPT AND REVIEW:** Once you hit FINISH on the application in DocuSign, the platform will automatically send an email notifying the OCA that an application has been submitted. DocuSign will also send the Applicant an acknowledgment email stating that the document is COMPLETE. If you fail to receive the acknowledgment email please call 201-547-4327. Your application will be reviewed to be sure that all required fields and accompanying documents have been attached. You will also be contacted if anything is missing. This step takes 2-5 days.

3. **CIRCULATION AND SIGNATURE COLLECTION:** Once the OCA has received a complete application it will be placed into circulation to be reviewed by all required City Departments for approval and signature collection. This step takes 4-5 weeks.

4. **NOTIFICATION OF APPROVAL AND FOLLOW-UP ACTION:** Once the application has been reviewed, approved, and signed by the required departments, the Applicant will be informed of the required Follow-Up Action. The Applicant will also be notified if an additional Public Safety meeting is needed for their event. The Public Safety meeting is a face-to-face meeting with the Citywide Management Team. Meetings are scheduled 2-4 weeks before the date of the event.

5. **FEES AND SCHEDULING:** The Follow-Up Action email will outline steps required by the Applicant, and will include the liaison in each Department that the Applicant may need to contact to ensure that City services are scheduled in accordance with the plan.

6. **EXECUTION OF EVENT:** Depending on the scale of your event, the OCA may assign staff members to be on site to ensure the event is set up in accordance to the plan, as 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 will take action as directed by the Office of Cultural Affairs.

Signature of Applicant



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2025 SPECIAL EVENT APPLICATION

Application MUST be submitted a minimum of 60 days prior to event date.

GENERAL INFORMATION

Title of Event: Date of Event:
Location of Event: Day of the Week:

EVENT HOST

In order to be eligible to host a Special Event in Jersey City, the hosting Applicant must be either a non-profit organization or working in partnership with a non-profit organization. As the host of the special event, the organization is taking responsibility for the safe setup, execution, and breakdown of the special event. Any information stated on this application by the Applicant must be honored by that Applicant. Failure to do so will result in your application or permit being revoked and forfeit of the Commerce Bond.

Lead Organizer (Applicant's) Full Name:

This is the person who will be the responsible party on-site for the duration of the Special Event.

REQUIRED: Attach copy of PHOTO IDENTIFICATION (State or Driver's license) here.

Entity hosting event: Email:
Non-profit partner: Phone #:
Organization Address: Mobile #:
..... Phone # for the Public:

REQUIRED: Attach proof of non-profit status in the form of an IRS Determination Letter here.

EVENT TIMES

No event will be permitted past 10 PM.
Amplified Sound music must be turned off 1 hour prior to the End Time (listed below) of the event.

Start Time: End Time:

This refers to the advertised time that the event will be open / closed to the public.

Set-up Time: Breakdown Time:

For events that take place in a street, this is the time that street closure will begin and Police Officers will be required.

For events that take place in a street, this is the time that street closure will end and the street must be opened to vehicular traffic.

Events that surpass the approval time will be subject to additional fees and forfeit their bond.

ATTENDANCE

Attendance projected for 2025: Attendance in 2024 (if applicable):

DESCRIPTION OF EVENT

Describe the intent of the proposed special event and how it will serve Jersey City.

.....

INSURANCE

The Applicant must submit a Certificate of Insurance (COI) evidencing an Occurrence Based General Liability Insurance Policy with a minimum of \$1,000,000. The COI must list the City of Jersey City, 280 Grove Street, Jersey City, NJ 07302 as the 'Certificate Holder' and name the 'City of Jersey City, its officers and employees' as additional insured, and list in the description the date(s) and location of event. Applicants will be required to submit the COI and any additional insurance deemed necessary by the Risk Manager. If applicable, additional insurance may include Automobile Liability and Worker's Compensation insurance.

Attach COI here

WAIVER	Risk Management	280 Grove Street	201.547.5034
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In limited instances, the Office of Risk Management is empowered to waive the insurance requirement on a case by case basis. In order to be considered for a waiver, the applicant must submit a Letter of Request to the Risk Manager.

Check if you are seeking an Insurance Waiver from the Risk Manager.

Attach Letter of Request here

DISCLAIMER

All participants attending this event do so at their own discretion and risk. The City of Jersey City is not responsible for any injuries sustained to attendees and participants, including exposure to and/or contracting of any type of communicable virus, bacteria or disease. The City will make every reasonable attempt to provide a safe environment in accordance with Federal, State and CDC Guidelines.

Check this box if you understand/agree.

LOCATION OF EVENT

Public Street or Plaza

Street Name(s):

Cross Street(s):

.....

Park

Park Name(s):

No cooking, alcohol distribution, and/or private catered events are permitted inside Jersey City parks.

Private Property

Private Street Name(s):

Cross Street(s):

.....

Please provide a Site Map of your event; include locations of tents, stage, portojohns, etc. Attach site map here. If an event is happening on Private Property, a Letter of Acknowledgement from the private property owner(s) must be submitted with your application. Attach acknowledgement letter(s) here.

It is highly recommended that event organizers notify and inform all residential neighbors, businesses and local community organizations of their upcoming event at least two weeks before the event date.

DIVISION OF TRAFFIC ENGINEERING 13-15 Linden Avenue East 201.547.4470

Are you requesting a full street closure of a Public Street? Yes No

Names of street(s)?

Cross street(s)?

Are you requesting a curb closure on a Public Street? Yes No

Which Curb? (North, South, East, or West)

If the event is multiple days, will the street remained closed overnight? Yes No

Street or curb closure will begin:

Street or curb closure will end:

Additional info or forms may be required.

PARKING ENFORCEMENT 356 MLK Jr. Drive 201.547.5538

Will parking be prohibited or restricted during your event? Yes No

If yes, once your Street Closure is issued by the Division of Traffic Engineering, you will be required to visit Parking Enforcement to obtain paper NO PARKING signs at least 72 hours before your event. The signs must be posted no less than 48 hours before your event in order to be enforceable.

BE ADVISED: If you do not obtain no parking signs and post them 48 hours before your event, the City of Jersey City cannot legally enforce, ticket, and/or remove any vehicles in your event area on the day of your event.

PUBLIC SAFETY 2 Jackson Square 201.547.4239

Will a 'Moving Assembly' be part of this event; ie. parade, procession, walk, run, or cycle? Yes No

If Yes, how many contingent groups / marchers are expected? Total # of Groups:

Total # of Marchers:

Will this moving assembly include Floats and/or Automobiles? Yes No

Number of floats:

Hand pushed carts:

Motorized vehicles:

Parade marchers & floats will begin to assemble at:

Parade will kick-off at:

Parade will finish at:

Route of moving assembly: Please detail exact streets & directional turns of entire route and attach list and map here. Vehicles will require valid insurance, registration, and be operated by licensed drivers. Vehicles deemed unsafe by Public Safety will not be permitted to participate. Motorized vehicles are not authorized at any point during an event to perform tricks, stunts, or engage in dangerous driving maneuvers.

FIRE PREVENTION 356 MLK Jr. Drive 201.547.4255

Will you be using a generator over 55 gallons? Yes No
Will you be installing electrical wiring? Yes No *this does not include extension cords
If Yes, please explain:

Are fireworks included in your event? Yes No

An additional permit is required for fireworks. Submit a fireworks plan and make an appointment with the JC Fire Official.

Will your event include rides or inflatable amusements? Yes No Number of Ride(s):

Only State inspected rides are permitted. Attach picture of green state inspection tag from Vendor here.

Are you setting up Tent(s)? Yes No Number of tent(s):
Sizes of tent(s):

Tents larger than 900 sq. feet require additional permit.

Will any food vendors be using an open flame on-site? Yes No Requires Open Flame permit from Fire

Will the organizer be cooking food on-site? Yes No Requires Open Flame permit from Fire

DEPARTMENT OF HEALTH & HUMAN SERVICES 1 Jackson Square 201.547.5173

Will your organization or any vendor be distributing food for free? Yes No

If yes, please explain what type of food (pre-packaged goods, delivered pizza, food prepared on-site)
.....

Will your organization or any vendor be selling food? Yes No

Will there be food trucks present at your event? Yes No

The event organizer is responsible for paying a Food Sponsor Fee ten business days prior to the date of a special event. Food vendors not registered with the Jersey City Health Dept. will be required to obtain a temporary vendor license five days prior to the date of the event.

Will animals be involved in this event? Yes No

List species of animals to be present at the event?
.....

List name & phone number of pet establishment, farm, or vendor providing the animals?
.....

All petting zoo exhibits must meet State requirements and animal health certificates must be provided. Exhibits require hand sanitizer stations at the entrance and exits to the exhibit. I understand and will comply

ALCOHOL ABC Enforcement Bureau 356 MLK Jr. Drive 201.547.4807

Will any alcoholic beverages be present and/or sold for public consumption at your event? Yes No

Your organization is responsible for obtaining an ABC license directly with the NJ State Division of Alcohol Beverage Control. If you need further assistance, please visit the ABC Enforcement Bureau. JCPD require event organizers to hire Police Officers for any event involving alcohol. NO glass bottles should be distributed at public events. I understand and will comply

DEPT. OF RECREATION AND YOUTH DEVELOPMENT 1 Chapel Avenue 201.547.5003

Check this box if you would like to request a stage offered by the Department of Recreation (hourly rates apply).
 SMALL SHOWMOBILE with Hood 15' wide x 20' long LARGE SHOWMOBILE with Hood 15' wide x 25' long MAIN METAL STAGE No Hood 20' wide x 30' long

Deliver stage to (address) by (time) and picked up by (time)

ENTERTAINMENT

Will your event involve Live Entertainment and /or Amplified sound? Yes No
Will you be hiring a private sound company? Yes No
Name and contact of company you are hiring:
Will your event include a stage provided by a private company? Yes No
Please describe the stage: (included overall length, width, height)
Contact info of company you are hiring:

AMPLIFIED SOUND: The City of Jersey City welcomes public events and celebrates the vast diversity of our community. We encourage public programming, civic pride events and music. We ask that all event organizers adopt the philosophy that events should occur with as little inconvenience to our residents as possible. So, in addition to obeying all City ordinances relating to time constraints and noise, please keep amplified sound at a reasonable level. Amplified sound is intended to broadcast music and spoken word to only reach the audience in attendance. Excessive amplification is unnecessary and compromises the quality of life in our city.
I understand and will comply

DEPT. OF PUBLIC WORKS: BUILDING & STREETS 13-15 Linden Avenue 201.547.4400

DPW has 8ft 'Bike Rack' barricades available for use at special events. Quantity and availability is limited so please be mindful when making a request.
For events taking place on a public street, the Office of Cultural Affairs places a request for the barricades to cover each intersection of a street closure.
Will you be requiring barricades for your event? Yes No
In addition to six barricades for a street closure, how many barricades are you requesting?
What corner or address are you requesting the barricades be delivered to?

DEPT. OF PUBLIC WORKS: SANITATION 13-15 Linden Avenue 201.547.4400

Event organizers are responsible for clean-up of an event site. Many events require specific types of clean-up services. These special services are available from DPW Sanitation. Additional fees will apply, payable five days prior to the event date.
Please CHECK to indicate that you understand which events require additional services and will comply:
 Street sweepers are required for any parades, walks, processions, and/or street festivals, especially if food vendors and/or alcohol are involved.
 A dumpster or packer truck pick-up is required at every public event depending on expected attendance.
 Adequate trash and recycle receptacles are required with sufficient bags to accommodate the entire event.
 A professional cleaning company with wheelbarrows and individuals sweeping to remove refuse is recommended.
Are you planning on hiring DPW Sanitation for your event clean-up? Yes No
If you are not hiring DPW, please list the professional company contact info you are hiring to clean-up the event.
Name: Contact number:

DIVISION OF COMMERCE 4 Jackson Square 201.547.5578

For events involving Food Vendors, Alcohol, Live Entertainment, Amusement Rides, Inflatables and Large Structures, the Applicant will be required to obtain their Festival License through the Division of Commerce. Along with the license fee the Applicant will also be required to submit a \$1,000 bond that is held until after the special event takes place and all invoices are paid. The Bond will be refunded back to the Applicant approximately 30-60 days after the event once all fees and invoices have been reconciled.
Will there be vendors selling goods or services? If Yes, how many? Yes No
Will alcohol be consumed or sold at this event? Yes No
Will you conduct Raffles or Games of Chance? Yes No

Additional Permits must be obtained through the JC Division of Commerce, the NJ State Legalized Game of Chance Control Commission and the NJ State Alcohol Beverage Control.

- Are you having your event filmed professionally? Yes No
Are you paying a professional for film or video services?
- Will the video be used commercially? Yes No
Will anyone monetize the video?
- Do you have 3 or more total crew members or are you using a UAS (drone)? Yes No
All drone shoots must file for a permit.

Visit www.FilmJC.org for a complete FAQ and to obtain a Film Permit application. Standard film permits will be reviewed up to 4 days prior to an event. Drone permits require FAA Certification (Part107) and will be reviewed up to 3 weeks prior to an event.

BASIC NECESSITIES

Event organizers are responsible for providing basic necessities at events with more than 50 attendees and lasting more than one hour. Please check below to indicate that you understand and will comply:

- It is recommended that clean, drinkable water be available at all public events.
Please explain your plan to provide water: (bottled water, portable water station with cups, water fountain)
.....
- Access to portable toilets MUST be available at all public events free of charge. Number of Standards Units:
Please reference the chart below to calculate the number of toilets recommended for your event.
- ADA accessible portable toilets MUST be available at all public events free of charge. Number of ADA Units:
For every 2 portable toilets, at least 1 toilet should be ADA accessible.

ATTENDEES / HOURS	1	2	3	4	5	6	7	8	9	10
50-100	2	2	2	2	3	3	3	3	3	3
100-250	3	3	3	3	4	4	4	4	6	6
250-500	4	4	4	6	6	6	6	8	8	8
500-750	4	4	6	6	6	8	8	8	10	10
750-1000	6	6	6	8	8	8	8	12	12	12

Name & phone number of portable toilet company you are renting units from:

SEVERE WEATHER / RESCHEDULING

If severe weather conditions postpone the start time of the event, or if the entire event must be canceled or moved to another date or location, the Office of Cultural Affairs must be notified in writing (via email) at least 24 hours prior to the start time of the event. The Office of Cultural Affairs reserves the right to rescind this application at any time for good cause, especially in the case of a State of Emergency. Accommodations will be made based on availability.

I understand and will comply

INDEMNIFICATION

The undersigned Applicant agrees to assume any and all risk of loss or damage of any kind whatsoever to property or injury to or death including wrongful death of persons arising out of the Applicant's use of any premises during the special event. The Applicant further agrees to indemnify and hold harmless the City, its officers, directors, employees or agents from and against any and all claims, suits and demands based upon any of the risks so assumed, whether just or unjust, fraudulent or not, and for all costs and expenses incurred by them in the defense, settlement or satisfaction of any such claims, including attorney's fees and costs of suit. If so directed, the Applicant shall, at no cost or expense to the City, defend against such claims, in which event the Applicant shall not, without obtaining express permission in advance from the Corporation Counsel of the City, raise any defense involving in any way the immunity of the City, or the provisions of any statutes respecting suits against the City. The applicant's liability hereunder shall continue after the termination of the special event with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

I understand and will comply

SIGNATURE

Name of Person coordinating the Event / Application ("Applicant"):

Print Name: Signature Name:
 Phone Number: Date Submitted:
 Application Received by: Date Received: