



Special Event Permit Application Check List

Please complete page 1 (don't forget to sign at the bottom of the page) and page 2 (fee section) of the Special Event Permit Application (please leave page 3 attached). To **complete** your application don't forget to attach the following information:

- Event Narrative** (Short description of your event)
- Site Plan/Map/Traffic Plan**
- Your check, including all fees and deposit**
- Liquor permit for the park (if applicable)**
- Insurance Certificate**

If you have any questions or need assistance to complete your Special Event Permit Application, please feel free to contact me any time. Thank you very much for your kind cooperation.

PLEASE NOTE: Incomplete Special Event Permit Applications cannot be accepted and will be returned to you.

- | | | |
|--------------------------|--|-------------------|
| <input type="checkbox"/> | APPLICATION RECEIVED | DATE _____ |
| <input type="checkbox"/> | APPLICATION ACCEPTED | DATE _____ |
| <input type="checkbox"/> | APPLICATION INCOMPLETE/RETURNED | DATE _____ |

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