

# Public Event: Applicant Permit Checklist

520 E. Cascade Avenue | PO Box 39 - Sisters, Or 97759 | ph. (541) 549-6022 | [www.ci.sisters.or.us](http://www.ci.sisters.or.us)



Use this checklist to confirm you are submitting a complete permit application. Check each section that applies and note N/A for those that do not. Return the checklist with the application.

- Complete [Public Event Application](#):** (Required)
- Event Narrative:** (Required) Provide a description of the proposed public event and a map indicating the proposed location(s) and event set-up. See the attached public events fact sheet for more information.
- Site Plan or Map:** (Required) **and Traffic Plan** (If applicable)  
Show distance on site plan and map if setbacks apply for:
  - Whychus Creek set-back: [Municipal Code Chapter 5.10](#)
  - Cascade Ave. set-back: [Municipal Code Chapter 5.10](#)
- Initial deposit:** (Required) - See page two of public event application
- Insurance Certificate Naming the City of Sisters as Additional Insured:** (Required) – Permit applicants must obtain and maintain public event liability insurance concerning the public event with limits of not less than \$1,000,000.00 combined single limit for coverage of bodily injury and property damage, and \$2,000,000.00 in the aggregate.
- Public Safety:** An applicant for a permit for a large public event and/or city-wide event must submit plans for public safety after consulting with the Deschutes County Public Health Department, Sheriff's Office, and Sisters-Camp Sherman Rural Fire District. Include applicable fire safety and on-site Emergency Medical Services plans.
- Alcohol Consumption:** If alcoholic beverages are available and/or distributed at other than regularly licensed and permanently located establishments, an applicant will be required to provide a security plan for alcohol monitoring, an [Alcohol Consumption Permit](#), all applicable Oregon Liquor Control Commission (OLCC) licenses and proof of liquor liability insurance.
- Noise Permit:** (If applicable to the event) Applicants shall submit a [Noise Permit](#) if noise levels are expected to exceed limits in [Chapter 8.16](#). Applicant will ensure that amplifying equipment will be located and operated to ensure that noise levels will comply with the provisions contained in [Chapter 8.16 of the Sisters Municipal Code](#).
- Transient Merchant Fee:** (If applicable to the event) A list identifying each transient merchant participating in the public event, including, without limitation: each transient merchant's name, contact information, and type of business and/or activity to be conducted during the public event, and such other information the manager deems necessary or appropriate.

**NOTE: Incomplete Public Event Permit Applications Cannot be Accepted, and Will be Returned.**

If you have any questions or need assistance completing your Public Event Permit Application, contact Troy Rayburn at [trayburn@ci.sisters.or.us](mailto:trayburn@ci.sisters.or.us)

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