



SPECIAL EVENT RECYCLING PROGRAM

Thank you for including recycling as an important element of your special event.

Are you a non-profit organization? _____ No _____ Yes, **Non-Profit Tax ID #** _____

Name of Organization: _____

Contact Person: _____

Phone: _____ Fax: _____ E-mail: _____

Event Name: _____

Event Date(s): _____ Start Time: _____ End Time: _____

Event Location: _____

Delivery Date: _____ Pickup Date: _____

- Determine the types and number of recyclable materials that will be sold and brought to the event.
- Determine who will organize and maintain this part of your event.
- One hundred (\$100.00) dollar refundable deposit (by check or credit card) is required for all events.

Identify Your Needs:

Event Type	Recycling	Trash
Non-Profit	no charge	Per yard charges
For-Profit open to the public	\$ 100 per kit	Per yard charges
Private i.e., wedding, reunion	\$ 150 per kit	Per yard charges

Reserve Your Resources:

Recycling Kits

- One (1) 4 to 6-yard recycling dumpster, with lock → combination 1409
Place your bagged recyclable materials and loose cardboard in this dumpster.
- Six (6), 23-gallon blue recycling receptacles
- Twelve (12), 23-gallon blue bags
Recyclables will be sorted at our Recycling Center.

Dumpsters for Trash

Disposal fees apply. Our office will contact you to arrange this service.

Attach site map and mark where all dumpsters should be placed.

Access must be adequate and authorized by the property owner.

Attached you will find information on organizing your Special Event Recycling.
Please sign and return that form with this page. Keep a copy for organizing your event.

Questions? (775) 782-5713 Fax: (775) 782-5778



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How to organize for a successful recycling event:

- Your blue recycling dumpster will be delivered as indicated on your application. The combination to the lock on the dumpster is **1409**.
- Place the blue recycling containers that are inside the recycling dumpster at strategic locations throughout your event. We suggest that they be next to trash receptacles so that people make the conscious decision to recycle. This will help reduce food and other contamination in your recycling containers. Place extra blue bags in the bottom of the blue container before lining the container with a blue bag. If it is windy, place one or two full water bottles in the bottom of the container.
- Assign specific staff/volunteers to check the blue recycling containers on a regular basis, every hour or so. When bags are full, they should be removed, a new blue bag placed inside the container, and the full blue bag placed in the recycling dumpster provided for recyclables. Loose, clean cardboard can also be placed in this dumpster. Be sure that cardboard is flattened so that you have adequate room in your dumpster for the bags of recyclables and the blue recycling containers at the end of your event.
- At the end of the day, collect the blue recycling containers, tie the blue bags up and place everything inside the recycling dumpster. Place the lock on the recycling dumpster so that trash or other contamination is not inadvertently placed in this dumpster.
- Your recycling dumpster will be picked up by DDI after your event as indicated on your application form. We will take your recyclable materials back to our Recycling Center where our staff will sort them by type. The materials will eventually be shipped to processors to be made into new and useful items. Together we can reduce what goes to the landfill and put these resources to better use.
- Keep close track of the blue recycling containers. You will be charged **\$90 for the replacement of lost containers and / or \$25 for the lock**. Your application grants DDI the right to enter the premises for delivery and retrieval of receptacles. You are liable for any personal injury or property damage resulting from use of this program. If you have any questions about the recycling program, please call (775) 782-5713.

Date: _____

Sign and Fax to: (775) 782-5778